



990 Spring Garden St, Suite 601
Philadelphia, PA 19123

School Day Teams Coordinator

Organization Summary

EducationWorks engages children and young people by providing high quality educational programs that make the school day whole and reengage disconnected young adults to education and career readiness. Recognizing that each child has unique needs, our staff works directly with community and school leaders to identify challenges and create customized programs that will have the greatest impact. From in-school programs to out-of-school time and AmeriCorps service, youth from six years to adulthood are positively impacted by EducationWorks programming. ***EducationWorks creates Opportunities for Learning and Skills for Life.***

Position Summary

The School Day Teams Coordinator will be responsible for coordinating and supporting EW staff that provide Socialized Recess, In-School Suspension, Resource Rooms, and/or other academic supports (e.g. tutoring or library support). The Coordinator will support program development and implementation, and training. The Coordinator will report to the Manager of Learning and Impact.

Duties and Responsibilities

- Provide support in developing, documenting and implementing departmental policies, and procedures according to best practices for restorative practices, social emotional learning, and positive youth development
- Provide technical consultation and guidance to site-based staff to implement EW's school-day programming (Socialized Recess, In-School Suspension, Academic Tutoring, Library Support)
- Coordinate team meetings and facilitate ongoing communications among team members to discuss best practices and strategies for reaching organizational, program and individual goals
- Assist with the creation and implementation of staff professional development plans
- Ensure accurate documentation and reporting of program data across all sites
- Create and maintain school day support team program calendar, in coordination with partnering school District calendars
- Serve as liaison between site-based staff, school administrators and the Manager of Learning and Impact
- Coordinate and facilitate distribution of program supplies
- Other general administrative duties as assigned

Qualifications

- Commitment to the mission of EducationWorks
- Strong written and verbal communication skills
- Ability to relate to a diverse population of students and school staff



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- Proven experience multi-tasking, organizing, and prioritizing work
- Ability to handle requests and inquire and respond within a timely manner
- High attention to detail
- Perform duties with a high degree of professionalism and positive energy
- Comfort with Microsoft Office Suite 365 and Google Products (Hangout, Docs, etc.)

Education and Experience

- Some College Credits required, Bachelor Degree preferred
- One to three years professional experience
- Experience working in an urban education setting is preferred
- Experience providing program supervision
- Experience in training and facilitation
- Knowledge of restorative practices, behavior intervention, supports and consultation
- Knowledge on national Social Emotional Learning landscape, MTSS, PBIS

Physical Requirements

Ability to physically perform the duties required and to work in the environmental conditions required such as

- Traveling to schools – valid driver’s license and/or access to transportation when necessary
- Maneuvering in an office space-reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls
- Standing, walking, sitting for long periods of time, speaking loudly and clearly, seeing and hearing things both near and far away, stooping, kneeling, fine finger and hand manipulation in use of a computer, chalkboard, dry erase board or projector.
- Must be able to lift up to 20 lbs

Application Instructions

Email resume and cover letter to applications@educationworks.org