



**East
Hartford
Public
Schools**

Schools that are the Pride of our Community

POSITION: **CROSSROADS EARLY CHILDHOOD LEARNING CENTER (ECLC)
SITE COORDINATOR - OUT OF SCHOOL PROGRAMS
HOCKANUM EARLY CHILDHOOD LEARNING CENTER**

POSTING NUMBER: HR 3564
POSTING DATE: February 1, 2017
CLOSING DATE: February 28, 2017
EFFECTIVE DATE: March 6, 2017
SALARY: \$22.00 per hour
HOURS: Monday – Friday, 2:15 p.m. – 4:15 p.m.
APPLITRACK NUMBER: 3564

****Posting closes February 28, 2017 at 4:00 p.m.****

JOB DESCRIPTION NUMBER: (see attached copy for all particulars)

The following documents must be complete and current for application to be considered for this position:

- Online Application
- Letter of Interest
- Resume
- Copy of Valid Certification and/or License
- Transcripts
- Three Current Letters of Recommendation (dated within one year of application)
- Other: Letter of interest should include background information regarding qualifications

*****East Hartford Board of Education Certified Employees: Submit Letter of Interest Only to Human Resources by closing date.*****

All applicants are to apply on-line at www.easthartford.org. The application can be found by clicking on Quicklinks and then Employment Opportunities.

Submit to: Christopher T. Wethje
Director of Human Resources
East Hartford Public Schools
1110 Main Street
East Hartford, Connecticut 06108

The East Hartford Public Schools District will not, except in the case of a bona fide qualification or need or except as otherwise permitted or required by law, discriminate on the basis of age, race, sex, marital status, sexual orientation, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability, or any other classification protected by law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment and establishing and providing activities and programs and provides equal access to the Boy Scouts and other designated youth groups. An applicant may request any needed accommodation to participate in the job application process. A ten (10) day notification is required to arrange for such accommodation.

Title: Crossroads Early Childhood Learning Center (ECLC) Site Coordinator – Out of School Programs

Qualifications:

1. High school diploma or GED required; Bachelor's degree strongly preferred
2. Strong communication, organizational skills, and project management skills
3. Detail oriented, flexible, and adapts to change
4. Ability to work independently and collaboratively
5. Experience with Pre-K programming and activities preferred
6. Strong knowledge in Pre-K program development, program management and organizing after-school programs strongly preferred
7. Knowledge and experience with Microsoft Office products, including strong skills with Word and Excel
8. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports to: Program Supervisor – Out of School Programs

Supervises: Staff, enrichment providers and consultants conducting out of school programs and activities at the ECLC.

Job Goal: To oversee a program site for East Hartford Public Schools. The site coordinator will direct, manage, and oversee the daily operations of an after-school program. The site coordinator will develop and maintain parent and school relations and develop program resources to promote the Crossroads opportunity.

Performance Responsibilities:

1. Oversee and manage daily operations of the Pre-K out of school programs and activities at the ECLC, including:
 - Monitor staffing hours, timesheets and costs for site
 - Oversee, develop, and implement enrichment activities in collaboration with the Academic Teacher and Program Supervisor
 - Prepare, develop and distribute monthly Crossroads newsletter and enrichment calendar to families
 - Establish, build, and maintain positive relationships with building principal, teachers, students and families
 - Develop parent engagement workshops in collaboration with the Office of Family & Community Partnerships
2. Remain at building site during all program hours, unless otherwise notified by Program Supervisor.
3. Develop and maintain a high level of communication and positive relationships with students, families, principal, teachers, school staff, and program staff at building site.
4. Plan and conduct staff meetings as directed by Program Supervisor.
5. Distribute and maintain after-school student application forms/permission slips.
6. Acquire appropriate and adequate materials and resources for program site in collaboration with Program Supervisor.
7. Maintain inventory records of program supplies and equipment.
8. Collect, track, and maintain parent fees.
9. Create and submit class rosters for each program enrichment/activity group.
10. Submit activity description to district data person.
11. Consult with Program Supervisor regarding student entry/exit from program.
12. Monitor and address student behavior in collaboration with Program Supervisor and Principal.
13. Communicate regularly with parents via email, phone and/or during dismissal time.
14. Serve as an activity substitute when necessary.
15. Attend professional development and training workshops as necessary.
16. Collect, maintain and submit student attendance on a daily/weekly basis for grant requirements.
17. Plan and coordinate community projects with staff and students in collaboration with Program Supervisor.
18. Consistently provide a friendly, professional, courteous environment where students and families feel welcome.
19. Respect cultural diversity and create an inclusive, welcoming and collaborative environment.
20. Meet all reporting deadlines for the state and federal requirements and complete a year-end report.

21. Assume such other functions as may be determined.

Terms of Employment: Hourly rate; this is a part-time position that operates during the school year only.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of non-certified staff.



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POSITION: **CROSSROADS EARLY CHILDHOOD LEARNING CENTER (ECLC)
ACADEMIC TEACHER – OUT OF SCHOOL PROGRAMS
HOCKANUM EARLY CHILDHOOD LEARNING CENTER**

POSTING NUMBER: HR 3565
POSTING DATE: February 1, 2017
CLOSING DATE: February 28, 2017
EFFECTIVE DATE: March 6, 2017
HOURS: 2 hours per week
SALARY RANGE: \$23.60 per hour
APPLITRACK NUMBER: 3565

****Posting closes February 28, 2017 at 4:00 p.m.****

JOB DESCRIPTION NUMBER: (see attached copy for all particulars)

The following documents **must be complete and current** for application to be considered for this position:

- Online Application
- Letter of Interest
- Resume
- Copy of Valid Certification and/or License
- Transcripts (if applicable)
- Three Current Letters of Recommendation
- Other: Bilingual Preferred

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Title: Crossroads ECLC Academic Teacher – Out of School Programs

Qualifications:

1. Certified teacher currently employed by East Hartford Public Schools
2. Strong communication, organizational skills, and project management skills
3. Detail oriented, flexible, and adapts to change
4. Ability to work independently and collaboratively
5. Experience with out of school programming and activities preferred
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports to: Program Supervisor – Out of School Programs & ECLC Site Coordinator

Job Goal: To work with after-school staff to assist and guide staff in programming after school activities. The role of the academic teacher is to bridge the academics of a student's school day into the after school program within the school environment.

Performance Responsibilities:

1. Develop program curriculum and support for after-school staff to offer academic assistance to students, including, but not limited to movement-based, hands-on activities.
2. Provide recommendations for appropriate reading materials and supplies for students based upon grade-level and/or student need.
3. Provide structured resources to guide after-school staff in leading book discussions and/or other academic support for students.
4. Consult with Site Coordinator regarding academic programming for Crossroads.
5. Identify an academic area of focus for each student enrolled in the after-school program.
6. Collaborate with classroom teachers to solicit specific areas of need for students; e.g. sight words, letter sounds, vocabulary, mathematics, measurement, telling time, etc.
7. Create student groups based upon academic needs for site coordinator to implement with after-school staff.
8. Meet with after-school staff weekly to review upcoming assignments and/or strategies during after-school programming.
9. Offer professional development and training workshops as necessary and requested by Program Supervisor and/or Site Coordinator.
10. Assume such other functions as may be determined.

Terms of Employment: Hourly rate; this is a part-time position that operates during the school year only. This position requires 2 hours of work per week, including planning time.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation.



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POSITION: CROSSROADS EARLY CHILDHOOD LEARNING CENTER (ECLC)
INSTRUCTIONAL AIDE - OUT OF SCHOOL PROGRAMS
HOCKANUM EARLY CHILDHOOD LEARNING CENTER

POSTING NUMBER: HR 3566
POSTING DATE: February 1, 2017
CLOSING DATE: February 28, 2017
EFFECTIVE DATE: March 6, 2017
SALARY RANGE: \$17.00 per hour
HOURS: Monday – Friday; 2:15 p.m. – 4:15 p.m.
APPLITRACK NUMBER: 3566

****Posting closes February 28, 2017 at 4:00 p.m.****

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JOB ID#

TITLE: Crossroads Early Childhood Learning Center (ECLC) Program Instructional Aide - Out of School Programs

QUALIFICATIONS:

1. High school diploma or GED required; Associate's degree strongly preferred
2. Strong communication and organization skills
3. Ability to work independently and collaboratively, be self-directed, and problem-solve
4. Experience with school aged children and/or after-school programming and activities strongly preferred
5. Maturity, responsibility, professionalism, and sincere interest in working with school-aged children
6. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

REPORTS TO: Program Supervisor- Out of School Programs and Site Coordinator

JOB GOAL: To tutor, support and assist Pre-K students during enrichment activities as directed by Site Coordinator.

PERFORMANCE RESPOSIBILITIES:

1. Develop and maintain a high level of communication and positive relationships with students, families, teachers, school staff, and program staff.
2. Keep classroom and other designated areas clean, neat, and organized.
3. Set-up and clean-up projects and snacks.
4. Support and participate in all lessons and activities as directed by Site Coordinator.
5. Support and assist with tutoring and monitoring all students during activity time.
6. Monitor and address student behavior in collaboration with Site Coordinator.
7. Ensure safety of all students during program.
8. Serve as activity substitute when necessary.
9. Support Site Coordinator with projects and program activity planning.
10. Serve as a role model by using appropriate language and consistent discipline.
11. Consistently provide a friendly, professional, courteous environment where students and families feel welcome.
12. Respect cultural diversity where one creates an inclusive, welcoming, and collaborative environment.
13. Assume such other functions as may be determined by Site Coordinator, and/or Program Supervisor.

TERMS OF EMPLOYMENT:

Non-bargaining unit employee. Pay is on an hourly basis based on experience. This is a part-time position that runs only during the school year.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Non-Certified Staff.