

SCHOOL YEAR STAFF POSITION DESCRIPTIONS

SITE LEADS: Site leads are responsible for the general supervision and management of the staff and children in the program, weekly lesson plans, daily paperwork, monthly program meetings with staff, and communication with Coordinators, parents and co-workers. Site Leads are expected to work as a team, to be sensitive to the needs of individual children and to communicate in a positive and appropriate manner to both children and adults. Program varies by school and more specific program information will be provided during interview. Monthly meetings with program staff are also a requirement.

PARAEDUCATORS: Paraeducators assist the Site Lead with the general supervision and management of the children in the program, assisting with setting up program/student participation in planned activities and enrichment/engaging with students, etc. Program varies by school and more specific program information will be provided during interview. Monthly meetings with program staff are also a requirement.

INTERNSHIPS & WORK STUDY: Unpaid positions are available during the school year for internships and work study placements. These positions mainly focus on the general supervision and management of the children in the program, assisting with setting up program/student participation in planned activities and enrichment/engaging with students, etc. Opportunities are also available in our Development & Marketing department. More specific program information will be provided during interview.