



Director of Learning Club Academy Teaching Internship Job Description

The Learning Club seeks a Director for our Learning Club Academy Teaching Internship who is passionate about serving at-risk children from Kindergarten to High School, skilled with managing a large group of children and interns, and creative in finding ways to better assist children with academic, social, and behavioral challenges. This professional will organize, coordinate, and lead about 80 high school interns at four Learning Club sites (about 20 per site) to tutor younger students after school. The Director will be responsible for hiring interns, training and supervising the interns, maintaining records, working with partners at the schools and in the community, and coordinating the logistics of transportation. An Assistant Director will work with the Director to provide support with logistics, record-keeping, and transportation.

Job Requirements:

- Experience in classroom with high school and/or elementary school students
- A minimum of a bachelor's degree in education or similar field
- Ability to work four evenings (Mon - Thurs) per week during the academic year
- Ability to communicate well orally and in writing with students of various ages, parents, families, school administrators, and volunteers from the community
- Openness to working in an office where faith is occasionally discussed openly

Specific duties include:

- Developing a training program for the interns each week related to education or leadership
- Supervising the interns as well as the younger students that they will be tutoring at each site (Each of the four intern groups will tutor one day per week, Mon-Thurs)
- Coordinating relationships with the public high schools in KCK, recruiting interns from each school, and communicating with school liaisons as needed
- Maintaining intern records and paperwork
- Supervising the Assistant Director of Learning Club Academy
- Helping the Learning Club program evolve over time as we seek better ways to fulfill our mission and serve the most marginalized children
- Other duties as assigned by Executive Director or Director of Operations

Work Schedule:

Hours/Schedule: ~40 hours/week; Mon, Tues and Thurs until ~6:00pm, Weds until 5:00pm, Fridays flexible. Full time employment is scheduled for late July through late May, with a possibility of part-time summer employment.

Location: Office at Blessed Sacrament site, 2203 Parallel Ave., Kansas City, KS. After-school programs are at four locations in the urban core of KCK.

Compensation: Competitive with similar professional level jobs in the field of education.

Start Date: Summer 2019.

Inquiries or résumé may be directed to Brad Grabs, Executive Director. (913) 244-5838
bgrabs@LearningClubKCK.org Learning Club of KCK, 2203 Parallel Ave. Kansas City, KS 66104

More detailed information regarding the job of Director of Learning Club Academy Teaching Internship

The Director will be responsible for student management:

- Managing interns and younger students at each site in a professional and kind way that sets clear expectations for good behavior and focused study. Desired behavior should be modeled, discussed, and positively reinforced.
- Monitoring academic and social-emotional growth of students; work to address areas of concern.
- Maintaining a full enrollment of interns and younger students for the site, including calling or texting parents/students to remind them of program start and end dates, field trips, etc.
- Recruiting new interns and younger students as needed. (Coordinate with traditional Site Director for recruiting younger students).
- Learning students' names in a timely fashion.
- Building relationships with parents via phone, notes, and in person.
- Attempting to contact interns and younger students who are absent more than one session.
- Helping to plan the Learning Club summer program as needed. Could include coordinating intern involvement with summer programs and camps.
- Reporting any issues of concern with students, volunteers, or community partners to the Executive Director and/or Director of Operations in a timely manner, via email and if needed, in person or by phone.
- Keeping accurate registration forms and attendance records for interns and younger students.
- Completing any other tasks to ensure a professional program that helps interns and younger students develop a love for learning and grow in social, emotional, and academic skills.

Intern Management:

- Improving and further developing our intern training program, and implementing it at each site.
- Maintaining a sufficient number of interns at each site to allow for one-on-one tutoring.
- Providing periodic feedback to interns, in person or via email or phone, expressing gratitude, correction, encouragement.
- Learning interns' names in a timely fashion.
- Addressing the individual needs of interns as they relate to being successful in our program.
- Maintaining records, including accurate attendance records and USDA snack program records.

Other Duties:

- Supervising and working with an Assistant Director, who will be responsible for transportation, help with sign-in table, and who can assist with set up, record keeping, planning training sessions, and closing up each session.
- Maintaining contact with people from the community as it relates to the site or the program in general, including the principals and/or other key faculty from the schools, people responsible for the site location, and other Learning Club staff.

- Meeting with Learning Club staff every week to check on progress and plan for the future.
- Having a working knowledge of the Learning Club Child Protection Policy and other relevant policies, and working to ensure that the policies are implemented at each site.
- Ensuring that an adequate supply of all materials are on hand at each site.
- Occasionally assisting other staff with presentations in the wider community.
- Occasionally attending workshops, webinars, and seeking out meetings with people in the community to help us continue to build a better program for our interns and younger students.
- Planning and leading at least one service/field trip for interns each year.