

SPARC Council – *Ready for Hire Program*

JOB DESCRIPTION

Date:	May 2022
Titles:	Site Coordinators, Teachers, Youth Development Specialists
Reports To:	Program Director
Employment Status:	Part-time
Days:	Determined by Program Requirements
FLSA:	Non-Exempt

QUALIFICATIONS

- Educator License, Student Monitoring Permit, Substitute License (or willingness to obtain)
- Must pass Criminal Background Check
- Successful teaching or youth development experience preferred
- Experience facilitating small group youth activities
- Experience maintaining confidential student records
- Essential functions per job description

GENERAL DESCRIPTION

The SPARC Council *Ready for Hire* Site Coordinators, Teachers, and Youth Development Specialists are responsible for all functions of the program (Summer and/or Afterschool) for the County that they are assigned. The program staff will work closely with the Program Director to ensure that the program activities are aligned to the program requirements.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Site Coordinators

- Recruit and enroll students
- Recruit and supervise Teachers and Youth Development Specialists
- Coordinate program schedule and activities with program sites
- Supervise program activities
- Coordinate student programming, including ensuring all permission forms are completed
- Coordinate family engagement activities
- Coordinate mental health trainings and support

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- Develop workforce development partnerships and worksites
- Provide Work Based Learning activities for students
- Work as a liaison to partner schools administration, SPARC coaches, and community partners
- Maintain required program paperwork and databases
- Adjust work schedule for program events scheduled outside normal working hours
- Liaison with Program Director to ensure proper and timely invoicing/payments
- Provide reports as requested on program activities
- Assist with program marketing activities as requested
- Handle all requisitions and purchase orders for supplies related to program
- Ensure staff meets all program requirements and maintain files
- Ensure the health and safety of students and staff
- Other duties as deemed appropriate by the Program Director

Teachers

- Lead career readiness activities at school, business, or community site
- Supervise program activities and students
- Facilitate Social Emotional Learning (SEL) activities
- Assist with student programming, including ensuring all permission forms are completed
- Facilitate family engagement activities with program staff
- Assist with mental health trainings and support
- Assist with workforce development partnerships and worksite activities
- Provide support with partner schools administration, SPARC coaches, and community partners
- Assist with maintaining required program paperwork and databases
- Adjust work schedule for program events scheduled outside normal working hours
- Provide reports as requested on program activities
- Assist with program marketing activities as requested
- Assist with requisitions and purchase orders for supplies related to program
- Ensure the health and safety of students and staff
- Other duties as deemed appropriate by the Program Director or Site Coordinator

Youth Development Specialists

- Support career readiness activities at school, business, or community site
- Provide supervision of program activities and students
- Facilitate or support the Social Emotional Learning (SEL) activities
- Facilitate family engagement activities
- Support mental health trainings and support
- Assist with workforce development partnerships and worksite activities
- Assist with maintaining required program paperwork and databases
- Adjust work schedule for program events scheduled outside normal working hours
- Ensure the health and safety of students and staff
- Other duties as deemed appropriate by the Program Director, Site Coordinate, and/or Teacher

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets, and communication software
- Seeks to be a leader in technology integration

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required, and occasionally to reach with hands and arms

EVALUATION

Performance of this job will be evaluated by the Program Director according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

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Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received