



# INTERNATIONAL SCHOOL OF ARIZONA

## **Job Description**

International School of Arizona is a nonprofit, independent school, educating students in a comprehensive dual international curriculum, from age 18 months through grade 8, dedicated to academic excellence, advanced multilingual fluency, and global awareness. Our school is a welcoming and dynamic place to learn. Our talented teachers bring out the best in our students. We offer small classes taught by native speakers in English, French and Spanish. Our education continuum provides a progressive approach to learning, which develops cognitive and problem-solving skills, and ensures academic fluency in English, French and/or Spanish.

Reporting to the Auxiliary Programs Manager, the **Extended Care Program Coordinator** is a 12-month position and is responsible for planning, implementing, and administering the before and after school programs and summer program operations in accordance with the school requirements and in compliance with state and federal regulations. Recruit, hire, train, and supervise program staff. Serve as the main point of contact for students, parents, guardians, and school employees.

Voted Best Private School in Scottsdale, we pride ourselves on quality instruction, personalized attention, and small class sizes. This is the perfect position for someone looking to focus on instruction, teaching and learning, and all the things teachers want to focus on!

## **Mission**

Opening doors to success in a constantly changing world.

### ***Develop Active Citizens of the World***

*We develop internationally minded citizens of the local and global community who actively make the world a better place.*

### ***Foster Multilingualism***

*We create supportive environments that allow our students to harness the power of languages to enhance their problem solving abilities, increase communication abilities, and see the world through the eyes and hearts of others.*

### ***Support & Instill a Desire for Academic Excellence***

*We foster academic excellence with rigorous learning expectations, supported by our national and international accrediting authorities and global education partners.*



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## ***Responsibilities***

The Extended Care Program Coordinator's duties and responsibilities include:

- Oversee support staff, program operations, services, and the implementation of processes, including ensuring compliance with AZDHS and other state agencies, as required.
- Collaborate with teachers to plan extended care activities that enhance learning that occurs during the regular school day.
- Collaborate with other leaders to ensure licensure and safety of the facilities to pass required inspections.
- Recruit, hire, train, and supervise a team of support staff.
- Conduct staff meetings with team members to ensure a positive team environment and culture.
- Support the Auxiliary Programs Manager in developing schedules and procedures for staff and students.
- Communicate with parents and guardians about registration, fees, curriculum, and policies. Respond to parent feedback and concerns in a timely fashion.
- Proactively communicate with families about program activities to inform and increase program participation.
- Create, implement and document interesting, motivating, and engaging program activities and experiences.
- Maintain a variety of records (e.g. attendance, enrollment, accident reports, financial records).
- Purchase, inventory, store, and maintain supplies and equipment for programs.
- Maintain accurate student emergency contact information and student health and safety records.
- Supervise use of the facilities after school and during summer camp.
- Co-facilitate the execution of summer programs.
- Educate staff and students on emergency procedures.
- Support the Auxiliary Programs Manager in overseeing snack and lunch program requirements and implementation with regard for dietary restrictions.
- Conduct evaluations and continuous improvement measures.
- Interact positively, collaborate, and interact with school employees.
- Seek input from other staff and faculty on program quality and effectiveness.
- Seek feedback from families and students to improve programs.
- Actively supervise, coach and encourage staff
- Maintain current and accurate records of student attendance and other logs as required for licensing purposes.
- Collaborate with the staff to ensure proper maintenance and organization of classrooms, materials, toys, playground and storage.
- Ensure the safety and security of students.



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- Perform other duties as assigned.

## **Skills & Qualifications**

**The successful candidate also will possess:**

- A positive attitude
- Excellent written and verbal skills
- Strong organizational skills
- A commitment to punctuality
- Proven success within a work setting that requires collaboration, cooperation, and collegiality
- A desire to learn and grow through feedback and professional learning opportunities.
- A belief that all students can learn.
- Content area expertise and expertise in inquiry-based learning.
- The ability and desire to work collaboratively with other colleagues.

## **Additional Qualifications**

**The successful candidate must:**

- Have at least bachelor's degree
- Have experience as a classroom teacher in an educational setting
- Be able to be "Director Qualified" by AZDHS
- Have or be able to obtain AZ fingerprint clearance card
- Have or be able to obtain AZ food handler's certification

## **Working Conditions**

- Organize and work between office and classroom spaces
- Reach with the hands and arms and use of hands to finger, type, and manipulate computer keyboards and communication devices.
- Additionally, the incumbent must be able to converse in clear English both written and orally, over a telephone and in person.
- Occasionally, incumbent may be required to lift up to 25 pounds, traverse uneven terrain and move about campus, bend and stoop
- Provide own transportation
- Work hours are in accordance with the employee handbook

**Job Type: Full-time, salaried position**

**Salary Range: \$45000-\$50000**

Please submit your interest by sending your résumé and cover letter to [careers@isaz.org](mailto:careers@isaz.org).