

# Academic Enrichment Program K-8th Assistant Director

## Job Description

**POSITION TITLE:** Academic Enrichment Program K-8<sup>th</sup> Assistant Director

**REPORTS TO:** Education Director

### **Background of Parker Street Ministries:**

Parker Street Ministries (PSM) is a 501(c)3 nonprofit organization committed to Gospel-centered community development beginning in Lakeland, Florida's Parker Street neighborhood through four focus areas: Fostering Spiritual Growth, Supporting Lifetime Learners, Stabilizing the Neighborhood, and Cultivating Connections. PSM's core values are demonstrating humility by keeping God first, honoring truth of Scripture and truth in our relationships, being present with each other, affirming dignity of each person as made in the image of God, and committing to unity through healthy relationships.

### **Purpose of Position:**

To oversee and support the day-to-day operations of the year-round K-8<sup>th</sup> Academic Enrichment Program and manage the Classroom Leaders.

To work with the Education Director to support students within the Academic Enrichment Program including one-on-one behavioral or academic intervention when needed.

### **Time Required:**

Full-time, salaried position at \$52,000-\$57,000, plus benefits. This is an FLSA exempt position and not eligible for overtime.

### **Vacation/Benefits:**

1. Health insurance 100% paid for by PSM for full-time employees
2. 4% retirement savings match
3. 10 paid vacation days and additional sick time
4. 9 paid holidays
5. Quarterly days of silence

### **Job Responsibilities:**

1. Oversee day-to-day operations of the year-round K-8th Academic Enrichment Program, both after school and summer camp
2. Manage and supervise students, volunteers, interns, and Classroom Leaders for K-8th Academic Enrichment Program
3. Execute schedule, curriculum, student evaluations, and diagnostic testing
4. Assist with the hiring and evaluation process for K-8th Classroom Leaders
5. Regular reporting of measures and outcomes
6. Help with variety of administrative work related to Academic Enrichment Program
7. Responsible for daily upkeep of program area
8. Fill in for program needs as necessary

**Additional Responsibilities:**

1. Possess thorough working knowledge of all job descriptions and responsibilities of all employees and volunteers.
2. Attend staff meetings and work with senior leadership team for smooth and integrated internal operations.
3. Individual advocacy alongside residents.
4. Neighborhood leadership development.
5. Special care should be taken to ensure that the company utilizes its tax-exempt status in the procurement of taxable items.

**Job Requirements:**

1. Age
  - 21 or older
2. Level of Education
  - Bachelor's degree in education, social work, or related field required
3. Work Experience
  - Two years related experience required
4. Understand position's support of the mission and be able to articulate how the Gospel is active in this position
5. Ability to hold in confidence information gained in the performance of duties and overheard in the office environment
6. Personal Gifts and Skills
  - Profession of faith in Jesus Christ that is demonstrated through Christian growth, church membership, relationships, and ability to communicate the Gospel
  - Ability to manage staff, volunteers, interns, and students
  - Ability to communicate expectations to students, volunteers, and parents
  - Ability to cooperate with fellow employees
  - Ability to adapt to new situations
  - Compassion toward student needs
  - Classroom management skills
  - Administrative/office skills
  - Good driving record
  - Organization and time management skills

**Working Conditions:**

1. The AEP K-8<sup>th</sup> Assistant Director is 40 hours/week including being on-site during all hours of the Academic Enrichment Program.
2. Weekend and before/after-hours duties will be required during high service times.
3. Some light to medium lifting is required.

**Performance Criteria:**

The Director of Education, based on this job description, will complete both formal and informal reviews and observations of the Academic Enrichment Program K-8<sup>th</sup> Assistant Director. Reviews will be held after the first 30, 60, and 90 days of employment, with a formal written evaluation for the annual review. After the first year of employment, evaluations will be performed annually or more often as requested.

**Additional:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Individuals who cannot perform some of the requirements because they pose health or safety risks to themselves, or other employees may be excluded from this position.
- This is a drug-free workplace, and all staff are subject to drug testing.
- Successful applicants must also pass background checks.
- This document does not create an employment contract, implied or otherwise, other than describing an "at will" employment relationship.

**Next Steps:** Please send your resume with a cover letter to [people@psmlakeland.org](mailto:people@psmlakeland.org) for an application.