



Amigos de Guadalupe Center for Justice and Empowerment

Our Vision

We believe that education is a right and the great equalizer, providing all children and families access to lifelong opportunity.

Mission

Amigos de Guadalupe advances the conditions for learning by helping local families meet their basic needs.

Education Manager

Amigos de Guadalupe Center for Justice and Empowerment seeks to hire an Education Manager who understands the issues of highly impacted communities of color, where access and resources are missing and the opportunity gap is highest. The Education Manager will work collaboratively to meet the goals of these education programs: After School, Summer School, and Scholarship program for primarily first generation Latino students attending college as the first in their families. The education manager may develop and initiate other new programs in collaboration with the Associate Manager and Executive Director. The Education Manager plans, initiates, and implements all education programs to support student academic achievement/success. All programs serve to help to address the Latino opportunity gaps and systemic racism in education. Program offerings include essential academic literacy and vocabulary support. Programs are designed to strengthen children's foundational skills, while providing them with a rich and high quality curriculum, including enrichment, all built around California Common Core Standards.

Primary Duties:

- Initiation, implementation, and evaluation of all education programs and operations, including but not limited to after school and summer programs, field trips, all enrichment activities, coordination with volunteers and mentors, all sports programs, and all student nutrition programs.
- Hiring, supervision, management, and evaluation of all education staff members, including but not limited to full and part time staff of after school and summer programs, tutors, and adult mentors and other community volunteers
- Ensuring a safe learning environment for all students and staff
- Maintenance of equipment and inventory related to educational programs
- Preparation and implementation of pre and post program assessments
- Develop 2 generation approach to learning
- 2 times per year home and classroom visit will be conducted

Job Responsibilities:

- Lesson planning for academic, literacy, math, chrome book support and related learning activities
- Available to work assigned hours
- Teach, direct, and supervise students
- Supervise daily attendance reports
- Maintain data entry requirements
- Involve students in all program activities
- Responsible for the health, safety, and well being of students at all times
- Must be an active participant and a positive role model to students
- Exhibit professional behavior to children, staff, parents/guardians, personnel, and the general public
- Exemplify the personal and spiritual qualities
- Report to the Associate Manger any behavioral concerns and/or incidents involving the children in the program; resolve conflicts in sensitive and professional manner
- Attend all staff meetings and professional development trainings
- Carry out all policies and procedures as assigned
- Complete other duties as assigned

Qualifications:

The After School Manager will have the following competencies and knowledge base and/or possess the following skills:

- Common Core Standards
- Balanced literacy
- Lesson planning and implementation
- Classroom management
- Safety / Risk Management in a child-centered program
- College degree, valid teaching credential, or equivalent experience in directing programs
- Experience working with children in a variety of school settings.
- Successful experience in working with a wide range of local educational, governmental, and non-profit agencies
- Must have knowledge of working in racially diverse communities, under performing schools, low social economic areas.
- Must be willing to be fingerprinted and have a background check.
- Prefer CPR and/or First Aid training
- Spanish bilingual Preferred

The Education Manager will have the following experience and/or licenses:

Experience in Teaching, After School and/or Summer programs required
Teaching Credential or preferred
Valid California Drivers License

Status: Full Time