



JOB DESCRIPTION

POSITION: Educational Coach
LOCATION: Lynwood, CA
REPORTS TO: Traveling Site Supervisor

MISSION STATEMENT: *To support and provide products, services and programs to those agencies who inspire Discovery Learning for youth, so that they grow in confidence and build the necessary skills to develop the best version of themselves for future success in school and life.*

JOB SUMMARY

Discovery Club PSP is a 501(c)(3) Out of School Time (OST) agency and support organization that offers **P**roducts, **S**ervices and direct services (**P**rograms) to support discovery learning. Discovery Club PSP is honored to offer our afterschool services to the schools of Lynwood. During the hours of 3pm to 6pm, Discovery Club PSP will offer homework assistance, tutoring, STEAM project-based programming and organized play activities. **The Educational (ED) Coach** is a lead position that will plan and facilitate Discovery Club PSP learning activities by assisting with homework and/or tutoring and adhere to the daily schedule keeping the kids engaged and encouraging them to discover the fascinating world of exploration. The ED Coach must have a love of children and the ability to see one's inherent potential. The selected candidates will have experience managing dynamic programming, staying current with administrative responsibilities, demonstrate their motivation and ability to execute the objectives of the Organization. In addition, they will use flexible and creative techniques to connect the participating kids with the intended subject matter.

PRIMARY RESPONSIBILITIES/DUTIES

- Execute the daily assignments and activities to achieve homework/tutoring goals & learning objectives.
- Help make connections and transfer of knowledge from classroom lessons to long term memory.
- Take attendance, maintain good observation notes and record progress for CQI management.
- Exercise good supervision.
- Be able to take school day fundamentals and turn them into everyday learning opportunities.
- Make sure that participants are safe and that the activities are engaging and inclusive.
- Be FUN, have lots of ENERGY, and be POSITIVE. Outgoing.
- Being punctual is essential.
- Must maintain a professional appearance and an inviting persona.
- Possess the ability to transition in and out of activities as well as captivate the children's attention and influence them to try new things.
- Manage children's behavior as well as coaching and modeling good behavior.

ADDITIONAL RESPONSIBILITIES

- Will be responsible for maintaining a clean area and keeping materials, supplies, games, etc. organized.
- Have a consistent and reliable way to and from work.
- May consult with parents concerning children and site issues.
- Maintain open communication with Program Director regarding children, families, and team members.
- Help train and guide new staff members.
- Prepare and maintain daily, weekly, quarterly and annual reports.

COMPENSATION & BENEFITS

Paid Training. Competitive Pay Rates.

JOB DESCRIPTION CONTINUED

POSITION: Educational Coach

REQUIRED SKILLS & EXPERIENCE

- Must be at least 18 years of age.
- Must have a bachelor's degree or a minimum of 90 semester units of college level work in education.
- Must have at least 2 years' experience working with children in a formal/informal education environment.
- CPR/First Aid Certification Required. (We will provide training and certification.)
- Strong communication skills including oral, written and presentation.
- Must be able to pay attention to details and manage time and multiple priorities.
- Must have a working knowledge of the Calif. Common Core Standards for Language Arts & Mathematics.
- Must have the ability to deal with children effectively, including disciplinary issues.
- Working knowledge of computers and Microsoft Programs such as Word.
- Have a working knowledge of a Strength Based Approach.
- Embodies a Customer Centric Approach and understands and practices excellent customer service.
- Creativity is valued.
- Be able to commit for at least 6 months.
- Have a good work ethic that motivates you to complete tasks.

PREFERRED SKILLS & EXPERIENCE

- Have a bachelor's degree in Education or a related field and hold a Teaching Credential.
- Have at least 4 years of Youth Development and classroom experience.
- Have a knowledge and love of STEAM related subjects.
- Be able to engage a group of 20 - 30 children.
- Strong relationship building skills including working with young people and their parents.
- Bilingual a plus.

REQUIREMENTS/ENVIRONMENT

Safety: Is the physical functioning and condition of all things that allow us to deliver our Mission in a safe manner.

- Discovery Club PSP has a strict attendance policy.
- Must be able to carry up to 45 lbs.
- Must be physically able to run, jump, sit on the floor, walk across a campus.
- Provide a welcoming environment, making sure that all children feel welcomed.
- Make sure that the environment is hazard free and clutter free.

DISCLOSURES

The information presented indicates the general nature and level of work, expected of employees in this classification it is not designed to contain, or to interpret as, comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

We expressly prohibit any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of our employees to perform their job duties may result in discipline up to and including discharge.