

Glen Ellyn Children's Resource Center

Job Title: After-School Classroom Coordinator

Location: Lincoln Elementary/Churchill Elementary

Days per week: Monday – Friday

Hours: 3:00pm – 6:00pm with 5 additional hours of planning time per week

Job Description:

The After-School Classroom Coordinator will be responsible for classroom management, coordination with teachers and volunteer tutors to provide individualized support and academic activities for students, and the planning of supplemental activities and lessons that creatively engage GECRC students during weekly classroom time. He/she will work with GECRC staff to implement best academic practices.

Essential Duties:

- Manage a classroom of up to 20 students
- Provide guidance to Aides, volunteer tutors and interns
- Coordinate with students' classroom teachers to provide individualized activities for students
- Create a positive environment where students are actively engaged in the learning process
- Collaborate with peers to enhance academic and social experiences
- Model professional standards with students, parents, peers, volunteers and community
- Maintain cooperative working relationships with students, parents, and school staff
- Participate in ongoing trainings as well as regular staff meetings
- Demonstrate efficient work habits: punctuality, meeting deadlines, team collaboration, etc
- Perform other duties and responsibilities as assigned by their supervisor
- Be able to engage in active movement with students; light lifting ability needed

Required Qualifications and Education:

- Undergraduate degree and experience in education, social work, or related field preferred
- Experience working in an academic setting (elementary school and/or ELL) and with diverse populations (low income, refugee, and immigrant populations) preferred
- Interest in furthering the mission and goals of GECRC
- Ability to motivate students and work effectively with volunteers
- Demonstrated ability to work independently and on a team
- Strong problem solving skills
- Able to work on multiple projects and deadlines simultaneously
- Able to engage in active movement with students; light lifting ability needed

How to Apply

Please send cover letter, resume, and two references to Dana Wleklinski at dwleklinski@gecrc.com.

Statement of Nondiscrimination

GECRC is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, creed, color, sex, age, religion, sexual orientation, disability, or national origin. Glen Ellyn Children's Resource Center utilizes only job-related criteria in making decisions concerning applicants and employees.