**21st Century ELP Program Leader**

**Job Description**

**General Overview:**

The University of California, Berkeley Graduate School of Education is leading a university, school, and community partnership to operate 21st Century Community Learning Centers (21st CCLCs) for students and their families in 6 Eastbay high-need schools. The partnership, known as the Eastbay Collaborative for Underserved Children (ECUC), consists of community partners and private, religiously affiliated schools with a total enrollment of approximately 1,200 K-8 students. The 21st Century CLC Program Leader is an integral position in the successful implementation of the Expanded Learning Program (ELP) at a school site, and the development of a positive climate to promote academic excellence, a college-going culture, and students who are socially and culturally well-rounded leaders in their school community.

The ELP program includes Academic Assistance, Enrichment, and Family Literacy activities which are integrated with school day activities and California Common Core State Standards, but occur in the transformational out-of-school time space. Programs offer a wide range of activities that include Science, Technology, Engineering, Executive/functioning, Arts, Athletics, Math (STEEAAM) project based learning activities, tutoring, mentoring, internships, literacy, homework assistance, recreation, student clubs, and a wide array of other enrichment activities provided by partner organizations. The schools are located in Oakland, San Pablo, and Union City.

The ELP Program Leader is a part-time position providing academic intervention, homework support and STEEAAM project based learning and other enrichment activities to students as part of a high-quality, personalized ELP. The ELP Program Leader is responsible for independently supervising groups of up to 20 students, delivering high-quality instruction, upholding the mission and values of the ECUC partnership and working with other members of the ELP team.

**Duties and Responsibilities:**

- Delivers high-quality instruction in assigned academic or enrichment content areas which is developmentally appropriate; differentiates instruction to meet individual student needs;
- Under the guidance of the Site Coordinator or other assigned staff, implements regular assessments and analyzes student performance data to drive lesson planning and monitor student progress;
- Collaborates with other ELP staff, school day teachers and outside service providers to identify unique student needs, diagnose and address learning challenges, and share information about student progress;
- Maintains a safe and effective environment for academic instruction and enrichment activities;
- Effectively manages student classroom behavior to ensure all students are fully engaged in learning;
- Complies with all safety and other regulatory and/or funder requirements;
- As needed, provides whole class, small group and individualized instruction to students;
- Creates an environment of high expectations for learning, student behavior, and staff professionalism;
- Fosters an ELP culture of high expectations that includes college preparation for all students;
University of California Berkeley Graduate School of Education  
Eastbay Collaborative for Underserved Children (ECUC)  
21st Century Community Learning Centers  
STEEAAM  
Expanded Learning Program (ELP)

- Demonstrates knowledge of, and supports, the school and ECUC partnership’s mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and code of ethical behavior;
- Collaborates with Expanded Learning Team members to shares best practices and improve his or her and others’ instructional skills, including actively participating in professional development, training and coaching opportunities;
- Supports regular communications with parents and families to engage them in the ELP to help support student success.
- Fulfills all administrative requirements, including tracking daily student attendance, snacks, and student progress in accordance with 21st CLCC ELP procedures.
- Performs other related duties as required and assigned.

Required knowledge, skills & abilities:

- Ability to effectively implement curricula and project based learning activities;
- Ability to effectively manage classroom activity and promote responsible student behavior and decision-making;
- Knowledge of child and/or youth development concepts and different learning styles; demonstrated enthusiasm for working with young people;
- Ability and willingness to reflect and improve own performance, including developing knowledge of 21st CCLC ELP Instructional Guidelines and participating in 21st CCLC ELP professional development;
- Ability to participate in related meetings, workshops, and activities organized by the school and UCB, Diocese of Oakland, Alameda County Office of Education, and CDE.
- Proficiency in use of computer technology and the Internet.

Qualifications:

- Associate’s degree or 48 units of college credit or must pass the Instructional Aide Exam;
- Experience working with children or youth in a school or community-based setting;
- Experience working with culturally diverse populations;
- Experience successfully providing instruction independently to groups of 15+ students;
- 1+ year working in an after school setting;
- Fingerprint and TB test clearance;
- CPR/First Aid Certification.

Hours:

- General workday will be 3:00 p.m. – 6:00 p.m. however the schedule will vary on school minimum days and on supplemental program days when school is not in session. Some evening and weekend meetings will be required.

Rate of Pay:

- The rate of pay for the ELP Program Leader is $15.00 per hour for approximately 20 hours per week.