



## La Fe Preparatory School Enrichment Coordinator- Job Description

The primary responsibility of the Enrichment Coordinator is to integrate Fine Arts into the classrooms, coordinate the After School Enrichment Program, coordinate Saturday Enrichment activities, and support the implementation of the Summer Enrichment Program.

### **Qualifications/Skills:**

- Minimum of a bachelor's degree, preferred Texas Teaching Certification in Arts Education
- Preferred experience in program management
- Dedicated to the vision of the parent organization, Centro de Salud Familiar La Fe, Inc. and understands the history and culture of the Segundo Barrio.
- Capable of instructing students in a supportive manner that addresses multiple learning styles.
- Strong classroom management skills.
- Able to work cooperatively with supervisors, colleagues, parents, and students.
- Able to integrate fine arts into the classrooms' daily activities in grades PK-5.
- Able to engage students in creative way so that they enjoy the fine arts and are eager to explore their interests.
- Able to coordinate enrichment programs at the school.

### **Responsibilities:**

- Schedule:
  - Monday-Friday 10am- 6pm
  - One Saturday a month (4 hours as necessary)
  - Three week summer program

### **After School Program:**

- Coordinate the La Fe Prep After School Enrichment Program
- Recruit and supervise after school staff
- Schedule ASEP classes, instructors, and students
- Help develop, review, provide feedback, and ensure implementation on lesson plans for each ASEP class.
- Collaborate with classroom teachers and after school staff to integrate the thematic units/grade level learning objectives into after school program.
- Communicate with parents regarding program.
- Oversee preparation of performances
- Cover ASEP classes if instructors are absent
- Manage after school budget
- Manage supplies purchased for after school program
- Implement assessments to continually evaluate/report on the students' self-perceived learning, confidence, enjoyment of program, success of program.

**Classroom Art Integration:**

- On a daily basis, integrate fine arts into classrooms in such a way that compliments the thematic unit and activities planned by the classroom teacher.
- Collaborate with classroom teachers on daily lesson plans, teaching strategies, and student performance.
- Organize field trips/virtual tours related to fine arts lessons
- Organize student art exhibits/performances, art contests
- Order/manage inventory of art supplies
- Coordinate visits/guest presenters from the local art community
- Document student performance, lesson plans, activities, and parent interactions.

**Saturday/Summer Enrichment Program:**

- Coordinate Saturday School Enrichment/Community Service activities for students and parents.
- Help coordinate schedule and activities for Summer Enrichment Program

**General:**

- Collaborate with teachers, administrators, and providers on Individual Education Plans to ensure all students' special needs are met.
- Demonstrate flexibility in teaching methods to address multiple learning styles and intelligences.
- Create opportunities for experiential learning.
- Manage behavior in a fair, respectful manner
- Strengthen job skills through professional development opportunities and participate in professional learning community with other teachers and staff at school.
- Manage budget for enrichment activities.
- Meet with administrators bi-weekly to report on program
- Maintain database that tracks program data
- Prepare/present program evaluation on annual basis
- Follow and abide by state, federal, and charter regulations.
- Ability to perform essential job functions with or without reasonable accommodations.
- Perform other duties as assigned.