**JOB ANNOUNCEMENT**

**Middle School Technology and Programming Project Coach**

**Life Academy, East Oakland, CA**

**Alternatives in Action** inspires Bay Area youth to realize their leadership potential and prepares them for college, career and community life through dynamic educational, skill-building and real world experiences. Our schools, programs and partnerships provide innovative opportunities and supports that help children and youth succeed and ultimately become contributing adults. Serving 1,000 youth annually, we provide a holistic approach to youth development that includes community impact projects, enrichment groups, college and career readiness activities, parent involvement programs, and educational supports at each of our sites. We are leading community school initiatives in West and East Oakland and operate a charter high school, a preschool and provide training and consulting in the youth development and education fields. Our staff and student population is diverse and committed to community building.

#  The ideal candidate for the Middle School Technology and Programming Project Coach would have the following characteristics:

# Be a committed youth development professional who isn’t afraid to roll up their sleeves in a non-traditional setting and facilitate computer technology-related project groups based on best practices and real-world skill building

# Be a motivated and responsible leader who is dedicated to creating opportunities for youth to cultivate skills that prepare them for college, career and the community

# Have an ability to work with urban youth and build a strong, positive group culture

**Alternatives in Action at Life Academy:** Alternatives in Action has been providing after school leadership and programming at Life Academy of Health and Bioscience since 2005, serving over 350 students through enrichment, academic, and internship programs. Our goals are to increase overall student achievement by providing access to high quality academic and enrichment services in the after school hours through the following services: 1) Increasing access to academic supports including workshops, intervention, remediation, and tutoring; 2) Advancing post high school readiness through internships, college and career planning, and real world opportunities and experiences**;** 3) Providing high quality enrichment programs that meet the diverse interest and needs of students and the overall Life Academy community. 4) Increasing and deepening parent participation within Life Academy by providing clear communication, expanded leadership roles, and educational and training opportunities.

**RESPONSIBILITIES – Middle School Technology and Programming Project Coach**

The middle school technology and programming project coach will be responsible for creating, coordinating, and facilitating engaging curriculum related to computer programming, web design, multimedia and other technology-related activities to be implemented during the extended day program. Additionally, this project coach will support daily academic intervention and tutoring during the first hour of the extended day program. This will be the first year our middle school program will have technology-related electives, so the individual in this position will need expansive knowledge concerning how to lead youth instruction in this subject area and be ready to provide organizational leadership as we expand such opportunities at Life Academy. The coach will work in partnership with high school interns regularly to plan and facilitate class sessions.

**Responsibilities Include**:

* Create and document curriculum that is age appropriate and responsive to the developmental needs of 6th-8th grade students that builds skills in computer programming, web design, multimedia, and other technology-related fields
* Coordinate academic intervention and tutoring daily for core tribe of students with school day teachers and other extended day program staff
* Collaborate with program leadership to organize participation in city-wide and community-based events related to technology and programming
* Introduce new technology-related units and electives based on your specific interests and skills (let us know what excites you in cover letter)
* Organize opportunities for field trips, guest speakers, and project-based learning for youth to develop critical thinking skills and connections to real world experiences
* Ensure youth attend program daily through ongoing communication with parents and teachers in the school day
* Meet weekly with Extended Day Program team and High School interns to develop engaging, subject specific curriculum and to coordinate program activities
* Supervise high school interns in holding leadership roles in program and provide ongoing constructive feedback for participation in the program
* Document all student attendance in an orderly manner
* Meet regularly with a core tribe of students that focuses on community building to create a sense of belonging for all students and develops group norms that support the culture of Life Academy
* Create a recruitment and retention plan for student participation with Extended Day Program team and Community Programs Manager that meets grant requirements
* Refer students to academic, health, and mental health services as needed
* Participate in ongoing professional development activities
* Support Extended Day Program team events, showcases of student work, and dances
* Assist in coordinating systems for tracking athletic equipment with school day and extended day staff

**QUALIFICATIONS:**

* Strong background in technology-based instruction with youth and experience teaching computer programming
* College credits and/or currently working towards a B.A. diploma
* Ability to manage multiple projects; work independently and as a team member
* Ability to work in a youth-friendly, student-centered environment
* Experience working with diverse groups of youth and urban communities
* Flexibility, sense of humor, strong commitment to collaboration, and resourcefulness
* Strong public speaking and organizational skills
* Bilingual preferred (Spanish/English)
* Available to work Monday-Friday evenings (approximately1-6:30pm) during school year
* Ability to lift 20 lbs

# POSITION TITLE: Middle School Technology and Programming Project Coach

# HOURS: Part-Time Position - 25 hours per week during school year;

# (approximately 1-6:30pm Monday-Friday)

## COMPENSATION: $14.00-$17.00/hour DOE

**SUPERVISOR:** Middle School Community Programs Manager at Life Academy

**START DATE:**  Monday, July 28th

**Offer of employment is contingent on passing a criminal background screen and TB test.**

**To apply, submit resume and cover letter to** **hr@alternativesination.org****. Please enter the job position in the subject line.**

**Thank you for applying. Due to the volume of candidates, we are unable to contact each candidate individually. If you are being considered for the position, you will be contacted within 5 business days. We are unable to accept** **phone calls or walk-ins.**

## *NON-DISCRIMINATION POLICY: ALTERNATIVES IN ACTION DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION OR RELIGION.*