

## **The NLA Group**

*The Northwest Learning & Achievement Group  
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### **The EXPERIENCE EDUCATION PROJECT -- A 21<sup>st</sup> Century Learning Center Project Full Time Site Director Position: Quincy Jr. High School**

The Northwest Learning and Achievement Group (NLA) is recruiting a individual for full time position as site director (\$30,000 - \$36,000) for the EXPERIENCE EDUCATION PROJECT, a 21<sup>st</sup> Century Learning Center Project. The position is located in Quincy Jr High School District.

#### **PROGRAM DESCRIPTION: 21<sup>st</sup> Century Community Learning Center Program**

21<sup>st</sup> Century Learning Center programs provide community learning centers in school buildings providing students with academic enrichment opportunities when school is not in session (before- and after-school, school holidays, or summer recess) that complement students' regular academic program. The EXPERIENCE EDUCATION PROJECT is an intensive, year-round program of academic enrichment and remediation for students in Quincy, Soap Lake and Warden School Districts.

The program provides students the following activities:

- 20 hours extended day programming weekly, with holiday and summer program hours
- Tutoring support remedial and enrichment activities for struggling learners in math, reading, and critical thinking
- Activities that are culturally relevant to program participants
- High interest reading materials
- Age-relevant computer training, and access to quality computer resources and software
- Training for students in leadership, college preparation, and conflict resolution
- Access for parents and/or family members to literacy, basic education, and information on social service programs and citizenship.

#### **EMPLOYMENT**

The person hired will be an employee of The NLA Group, but will be jointly interviewed, hired and supervised by school district personnel and housed in a school district facility. The site director will be bound by the rules of conduct established by the -- school district and the NLA Group's employment policies and procedures.

#### **ESSENTIAL DUTIES**

- Provide day-to-day program operation of the extended day program incorporating components outlined in the grant, including the list above; to recruit and serve 25% of the enrolled students for a significant number of hours through the calendar year in program activities.
- Recruit, supervise, and train (as necessary) tutors who might include teachers and certificated staff, college and high school students, or adult community volunteers.
- Develop and implement engaging, age-appropriate, hands-on, project-based and other activities in core subjects, specifically math and reading; develop curricular documentation of these activities.
- Build and maintain a repertoire of engaging reading materials of various reading levels and subject matters to support struggling readers.
- Work with school personnel to identify and recruit students to the program.
- Track student performance data in collaboration with the Project Evaluator for program evaluation.

- Coordinate with district personnel and administrators in developing and implementing assessment strategies to identify student needs, and then to develop corresponding program learning modules to support student needs consistent with school improvement plan goals.
- Develop computer resources and training appropriate to the ages and abilities of participating students.
- Support and coordinate programs of training for parents in basic education, orientation to age-specific school requirements for their children, citizenship and social service eligibility.
- Implement college outreach, leadership and conflict resolution training with the Project Coordinator.

## **QUALIFICATIONS:**

### **\*Must be able to pass a criminal history background check.**

#### **Knowledge, Skills and Abilities:**

- ✓ Correct English usage, spelling, grammar and punctuation.
- ✓ Strong administrative skills and experience.
- ✓ Knowledge of Washington State EALRs, and ability to develop curricula strongly preferred
- ✓ Knowledge of Word, Excel, PowerPoint, Frontpage strongly preferred.
- ✓ Sensitivity to cultural and other community norms; able to work with wide range of people.
- ✓ Excellent interpersonal skills and creative problem-solving abilities
- ✓ Knowledge of regional community, educational, and social service resources.
- ✓ Able to maintain proper cost accounting records for all reimbursed expenditures.
- ✓ Ability to collect data for program evaluation

#### **Desirable qualifications:**

- ✓ Experience dealing with K-12 students
- ✓ Experience dealing with extended day academic remedial and enrichment programs.
- ✓ Experience developing learning modules, especially in reading and math for students.
- ✓ Experience with tutoring programs for elementary through high school students.
- ✓ Ability to work flexible hours, including hours in late afternoon and early evening.
- ✓ Familiarity with the local community, local and county organizations.
- ✓ Sensitive to multi-cultural issues; Spanish-language abilities are desirable.
- ✓ Experience working with parents or guardians, including but not limited to Hispanic and Spanish-speaking parents for information concerning school, or other education and social program services.
- ✓ Demonstrated successful experience in multi-party project collaboration.

#### **Ability to:**

- ✓ Understand and carry out oral and written directions with minimal supervision.
- ✓ Maintain a safe and congenial environment in the extended day site.
- ✓ Establish and maintain a cooperative working environment and relationships with the school.
- ✓ Interpret, utilize and effectively use various student assessment data.
- ✓ Prepare clear and accurate reports.
- ✓ Maintain the security of sensitive, confidential and privileged information.
- ✓ Perform accurate record keeping functions.

**Education:** Completion of two years of college training is a minimum; Bachelor or Masters level training is strongly preferred.