

World Community Education Center

Job Description: Junior High School Coordinator/Instructor

The World Community Education Center Junior High School Program serves youth ages 12 to 14 who have previously attended a Montessori elementary program. Classes are small (2 to 6 students) and include core curriculum subjects such as math, science, writing, literature, social studies, and a foreign language. Specialty classes in physical education, art, music, and drama are offered. Building on their Montessori foundation, students continue their hands-on learning experiences through project-based learning in, for example, plant study, physics, and environmental studies. The interrelatedness of subjects in the world outside the classroom walls is explored through experiences such as gardening, local community service projects, and more extensive field trips to the wider community.

Job Summary: The Junior High School Coordinator is a guide who directs all activities and communications within the Junior High School environment, including coordination of students' schedules and academic classes, personal needs, and interdisciplinary management in a prepared environment that challenges each student to reach his/her fullest potential in accordance with World Community Education Center's focus on academic excellence and universal spiritual values.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Learning Environment

- Ensure that the physical environment is inspiring and pleasant, furnished with appropriate equipment and supplies, and is clean and well-maintained.
- Prepare personal space for students' work materials and possessions.
- Help students develop methods for dealing with assignments, keeping work organized, and other executive functions.

Student Communications

- Guide students to help them understand and practice the World Community Education Center's mission statement.
- Work with students to help them understand and adhere to WCEC policies and procedures.
- Communicate individual and collective schedules clearly.
- Communicate any changes in daily schedule and/or staffing.
- Discuss interpersonal relationship issues with students in a timely way, involving the Principal and parents when necessary.

Staff Communications:

- Coordinate Junior High staff meetings to promote team cooperation and communication, address questions, resolve issues, allow opportunities for creative and cooperative classroom planning, and discuss individual students.

- Work with Junior High teachers to arrange field trips or special activities. Communicate plans to the Principal.
- Communicate absences to the principal daily.
- Communicate with the Principal regarding classroom issues, concerns, and needs.

Parent Relations:

- Review and compile grade reports from all Junior High teachers and submit to the principal by the published deadline.
- Participate in two formal conferences yearly with parents.
- Notify parent emergency contact immediately if a student has an illness or injury that requires removal from the classroom or medical attention.
- Work with Principal to ensure that parents understand and adhere to classroom procedures and WCEC policies as presented in the Parent Handbook.

Professional Duties:

- Maintain all reports required by WCEC, including attendance, health observations, and/or illness/injury reports.
- Conduct fire and emergency evacuation drills as required by WCEC.
- Adhere to all Department of Social Services and Health Department policies and procedures related to infection control and reporting suspected child abuse.
- Know and adhere to all WCEC policies and procedures as stated in the Staff Handbook.
- Attend all professional training and continuing education required by WCEC.
- Participate in school functions as required.
- Provide other support as needed.

Teaching Duties

The Junior High School Coordinator will teach at least two subjects (for example, math/science or history/foreign language) to all levels of Junior High School and monitor breaks, lunch periods, and transition periods. In consultation with students, Principal, and other teachers, the Junior High School Coordinator will help develop and guide project-based learning.

REPORTING RELATIONSHIPS

The Junior High School Coordinator reports to the Principal.

QUALIFICATIONS AND CREDENTIALS

- At least one year of experience with Junior High or High School education.
- BA or BS is required.
- A comprehensive understanding of the developmental needs and characteristics of the Junior High age group.
- Respect and appreciation for young people in this age group.
- Ability to guide youth in discipline situations with compassion, firmness, and kindness.
- Ability to communicate in a clear and timely manner with youth, staff, and parents.

- Ability to manage program logistics and scheduling.
- Ability to inspire and motivate students to higher ways of thinking and acting.
- Creative and critical thinking skills.
- A willingness to study and apply Montessori principles.
- Current First Aid/CPR certification.

In addition, the following qualifications are preferred:

- Experience in Montessori classroom environments.
- Experience in guidance counseling with youth.

Work Schedule

20 to 30 hours per week.

Terms

Salary negotiable; based on experience.

Contact

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