



Greater Rochester Summer Learning Association

<u>EPK to 3rd Grade Initiative – Classroom Liaison & Monitor</u>	<u>Hourly / Part-Time</u>
Job Title	Status
<u>June 3, 2019 to August 23, 2019</u>	<u>PreK to 3rd Grade Initiative</u>
Date	Department
<u>Director – Program Support and Expansion</u>	<u>Contract / Hourly</u>
Title of Supervisor	Salary Range

AGENCY SUMMARY

The Greater Rochester Summer Learning Association (GRSLA) is a regional nonprofit exclusively focused on closing the achievement gap by increasing access to high-quality summer learning opportunities. GRSLA engages partners as providers and funders, offers expertise and support to consortium programs and community partners, and advocates for summer learning as a solution for equity and excellence in education. GRSLA's work is driven by the belief that all children and youth in the Greater Rochester area deserve high-quality summer learning experiences that will help them succeed in school and in life.

POSITION DESCRIPTION

Reporting directly to the Director – Program Support and Expansion, the primary role of the Classroom Liaison/Monitor is to, in a collegial approach; provide strategic and technical support to all aspects of program implementation, partnership development with service providers, and project success. Major areas of responsibility and focus include: classroom observation and support, program fidelity, program evaluation, and program site relationship building. Working closely with the GRSLA Leadership Team, this position will drive and support the establishment, evaluation, and accountability of summerLEAP / EPK & PreK summer enrichment classrooms, as well as any stand-alone classrooms, through community-based service providers. Overall responsibilities include: serving as the primary interface to CBO partners ensuring that high-quality summer enrichment programming is offered by all, and managing and tracking deliverables and success metrics as identified by the GRSLA Leadership Team. The Coordinator/Liaison plays an important role in collaborating with key constituents and partners to ensure a seamless and coordinated approach to providing and increasing high quality summer learning.

Responsibilities:

- Provides oversight as assigned, to all academic aspects of the summerLEAP EPK to 3rd Grade Initiative.
- Conducts frequent classroom visits providing guidance and feedback to teachers / Directors.
- Readily available to teaching teams to answer questions and provide support.
- Provides timely reports to the Director – Program Support and Expansion.
- Works closely with the Coordinator – Family Outreach and Support to continuously strengthen the relationship with the family unit.
- Maintains, nurtures, and continuously develops relationships with all project partners.
- As needed, develop and provide professional development opportunities for staff of service providers.
- Assignments as assigned by the Director – Program Support and Expansion.

Skills, Qualifications, Education and Experience:

- Required bachelor's degree and minimum three years' experience in an early childhood classroom. Advanced degree preferred.
- New York State teaching certification.
- Thorough knowledge of early childhood programming. Working knowledge of the High-Scope curriculum, the COR Advantage assessment, and the T-CRS Assessment.
- Working knowledge of day care centers and OCFS.
- Knowledge of and experience with community and youth development.
- Positive role model with strong leadership, conflict resolution, and diplomacy skills.
- Excellent organizational skills: attention to detail; ability to prioritize, meet deadlines and multi-task.
- Exemplary oral and written communication skills.
- Bilingual in English and Spanish preferred but not required.

If qualified and interested, please forward a cover letter and most recent resume via email to:

**Brandi Remington
Administrative Support Specialist
GRSLA/summerLEAP
Grsla.bremington@gmail.com**