

DISCOVERY OF Learning

come grow with us!

Program Support Coordinator

Discovery of Learning is a secular, multi-age enrichment program designed for students **TK-High School**. Our educational approach is child-centered, developmental, project-based, and hands-on. The **DOL team** works closely with families to create a sense of community and involvement. We work with multiple Charter Schools serving the **homeschool/alternative education community**, in addition to families who choose to homeschool privately. **DOL teachers** support the family and/or charter in providing quality experiences and growing a student portfolio to document each child's educational journey. **DOL serves Los Angeles County (Long Beach), Orange County (Tustin and Yorba Linda), Riverside County (Beaumont, Indio, Palm Desert and Riverside), San Diego County (San Diego), and Tulare County (Visalia)** and growing!

Position Available: Part Time with variable hours 20-24hrs and a minimum of 3 days per week

Typical Hours: 8:30am-3:00pm on campus, plus additional admin duties as assigned, some schedule flexibility to be discussed. Position requires some travel

Current Openings In: San Diego

Compensation and Benefits: \$20-25 Hourly Rate DOE, plus holidays, sick, vacation time

The Program Support Coordinator will oversee the day-to-day operations of multi-age enrichment center in addition to providing direct care and supervision as a program teacher, ensuring quality programming by

Supervising, coaching and working alongside staff to ▪ Working with a group of students, grouped by age ranges ▪ Follow daily routine, offering a combination of teacher-led, child-led and group based lessons and activities ▪ Implement programming with a whole child approach, including personalized Language Arts and Math, as well as enriched Social Studies and Science lessons ▪ Emphasize critical thinking, creativity and allow for individualization and adaptation to various learning styles in their lessons ▪ Provide children with immediate feedback, working collaboratively to make changes to their work and following DOL's editing process ▪ Utilize teaching strategies that teach problem solving and critical thinking skills, while supporting their social/emotional development ▪ Use a positive discipline approach with children and implement Non-Violent Communication methods ▪ Collaborate with children to create interest led projects ▪ Utilize lunch and outdoor exploration time as an extension of the learning environment and helps children strengthen social, physical, and intellectual development ▪ Meet children's physical needs by allowing open snack, use of restroom and movement around classroom, while maintaining effective classroom management

Providing excellent customer service to families while maintaining administrative duties and ▪ Displaying excellent work habits of leadership, communication, dependability, initiative, professionalism, organization and flexibility ▪ Communicating and providing resources/support for the whole family. ▪ Using effective communication with students, staff and families both verbally and in writing with attention to timeliness, also producing high quality program newsletters ▪ Displaying the ability to adapt communication, approaches to training and problem solving according to the personality and learning styles of staff and families ▪ Being open to receiving and giving feedback ▪ Taking initiative to begin and complete work assignments with minimal supervision ▪ Working well with others and utilizing sound decision making skills in a fast paced environment ▪ Managing administrative tasks, multiple projects, and deadlines with attention to detail, seeing the big picture and setting goals accordingly ▪ Supervising program lesson plans, supply lists, newsletters and other duties to provide a quality program ▪ Showing financial integrity and responsibility in collecting tuition and ordering supplies ▪ Maintaining a healthy and safe environment for students, staff and families

Additional responsibilities will be discussed through the interview process

REQUIREMENTS FOR APPLYING TO DOL

For consideration please send the following to careers@discoveryoflearning.net:

- Copy of Transcript
- Letter of Introduction and Resume
- Must have a minimum of 1 year of experience managing a staff of 7 or more in an educational setting and experience working with children, in Elementary, Jr. High and High School students plus ECE units is preferred.

Please also plan to:

- Review of Discovery of Learning Website at www.discoveryoflearning.net
- Participation in phone screening, in-person interviews, as well an educational classroom demonstration

To Contact DOL please
Call: 888.625.2012
Email: info@discoveryoflearning.net
Mail: 417 S. Associated Rd. #272,
Brea, CA 92821