



911 East Main Street Rochester, NY 14605-2722

Hilda Rosario Escher
President &
Chief Executive Officer

November 1, 2011

JOB ANNOUNCEMENT

POSITION: Extended Day Coordinator to work at the Eugenio M. de Hostos Charter School – Clifford Avenue site.

THE YEARLY SALARY IS: Part-time; Salary depending on education and experience.

SPECIFIC REQUIREMENTS ARE:

Must have a BS degree in Education or related field with at least 2 years experience in management

Preference to be Bilingual in English and Spanish

Have experience working with school-age children

Be a good team player, demonstrate ability to work cooperatively

Have good organizational and leadership skills

Have a sense of flexibility for meetings and training's outside working hours

Have a commitment and passion for improving the education of children; and the ability to reflect on one's own performance.

SPECIFIC RESPONSIBILITIES:

Under the supervision of the IBERO's Vice President of Children and Youth Services, the coordinator will monitor program operations and supervise all the staff assigned to the Extended Day program. This includes managing the daily functions of the program, staffing, programming, parent contact, and discipline issues. The coordinator must be able to interact positively and respectfully with staff, parents, children, and colleagues, and demonstrate a commitment to the mission of the IBERO-American Action League and the Eugenio M. de Hostos Charter School.

SEND APPLICATION/RESUME TO:

Deadline for Applications/Resumes is November 11, 2011

IBERO-American Action League, Inc.

Human Resource Office

911 East Main Street

Rochester, New York 14605

AA/EEO



Community Partner