



# TAF Extended Learning Coordinator Washington

<b>DEPARTMENT</b>	TAF Education Team
<b>REPORTS TO</b>	Director of STEMbyTAF at Washington
<b>SALARY</b>	\$40,000 - \$50,000 DOE
<b>POST/CLOSE DATE</b>	OPEN
<b>CLASSIFICATION</b>	Exempt/Full Time (40 Hours)
<b>HOURS</b>	Monday - Friday
<b>LOCATION</b>	Washington Middle School 2101 S Jackson St, Seattle, WA 98144

## SUMMARY

The TAF Extended Learning Coordinator plays an integral role within the school by serving as a key driver in stakeholder engagement at Washington Middle School. There are three key priority areas that the Extended Learning Coordinator will support: Student Engagement, Community Engagement, and Family Engagement.

Additionally, the Extended Learning Coordinator works with Program Managers at Washington Middle School to identify and execute STEM-related field trips, career connected learning, college campus tours, and other out of classroom learning experiences throughout the school year.

## ESSENTIAL DUTIES & RESPONSIBILITIES

### Student Engagement

- Identify and implement Extended Learning Opportunities and partnerships to enhance student learning
- Develop and strengthen the student leadership of Washington Middle School, enroll students to participate as Ambassadors, identify leadership opportunities for them, provide personal and academic workshops. Train students to lead tours, speak to guests and volunteers, Partner with ASB adviser to promote school events and serve as school leaders
- Advisory workshops - Partner with volunteers to provide small group and self-advocacy training.
- Develop a vision for Washington Middle School Maker Space (over time); oversee the student use and classroom scheduling of the Maker Space; work in partnership with the Maker Specialist regarding safety precautions, training, equipment upkeep, software, and classroom project support (Once established)
- TAF Luncheon student support - identify and select students and student projects to present at Luncheon. Provide after school, workspace, and support (via Senior Support Specialists) to finalize all projects and practice presentations. Secure transportation to and from the venue, oversee appropriate field trip logistics with building leadership
- STEM Expo student support - coordinate after school support for student projects, manage project progress, communicate progress to teachers and TAF staff
- Recruit rising 6th graders to Jr. Huskey Camp, coordinate planning sessions with teachers, provide administrative support during the program, identify partnerships to provide hands-on experiences for students, partner with Tech Team to provide laptops and technology for students.



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## Community Engagement

- Build relationships with the feeder elementary schools for Washington Middle School, communicate with TAF Transformation Coaches, attend feeder school events, extend invitations to attend Washington Middle School events, initiate parent outreach.
- Attend community fairs and local events, staff TAF tables, speak to the work of TAF and Washington Middle School, build partnerships

## Family Engagement

- Partner with the Urban League to provide family resources, assist in hosting family events, engage parents and families in school events, promote programs
- In partnership with the administrative office, communicate Exhibition information to families, create flyers, initiate robo-calls, assist in increasing family attendance

## QUALIFICATIONS

- Ability to represent underserved children of color for higher education and professional success.
- Exceptional attention to detail and organizational abilities
- Excellent written and verbal communication skills, and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities
- Openness to participate in racial equity work to recognize personal bias and improve performance through a racial equity lens
- Ability to work well with limited supervision; independent problem-solving skills and ability to coordinate several projects at the same time
- The ability to create relationships with students
- Pass all required criminal and child abuse background checks
- Possess a valid Washington State Driver's license.

## EDUCATION & EXPERIENCES

- Completion of Bachelor's Degree or enrollment in Bachelor's degree program
- Familiarity working in diverse and multicultural and bilingual environments.
- Demonstrated independent work experience
- History of positive evaluations

## LANGUAGES SKILLS

- Fluency in languages other than English is a plus.

## BENEFITS

- Healthcare
- Individual Retirement Account
- Additional whole-staff week off
- Vacation



# **TAF** Extended Learning Coordinator Washington

**TO APPLY:**

Forward resume and cover letter to the Attention of HR at tafjobs@techaccess.org. For more information visit our website at [www.techaccess.org/careers](http://www.techaccess.org/careers). No phone calls, please.

**TAF complies with the Civil Rights Act of 1964 (Title VII) and Equal Employment Opportunity (EEO) and follows guidelines to select the best-qualified person for each position within the organization. No employee or applicant will be discriminated against because of race, creed, color, religion, gender, sexual orientation, national origin, age, or other physical or mental disability.**