



LINKED DAY ENRICHMENT SPECIALIST
(ELEMENTARY AND MIDDLE SCHOOL)
Job Description

Hours: Up to 17.50 hours per week
Pay: \$17-\$20/hour depending on experience
Dates: August 2019 to June 2020
Locations: Buena Vista Horace Mann, Cesar Chavez and James Lick
Deadline: Open until filled.

ORGANIZATION DESCRIPTION

Since 1971, Jamestown Community Center has been providing learning opportunities and safe spaces for low-income youth in San Francisco’s Mission District. Our youth represent the low-income, racially and ethnically diverse community in which they live and attend school. Our strategy is to serve a core group of neighborhood youth with multiple, high-impact programs as they grow through a full range of programs designed to help them transition from children into confident young adults. For over 25 years, Loco Bloco has promoted San Francisco youth’s healthy transition into adulthood by engaging them in the creation and performance of music, dance, and theater rooted in Afro-Latino traditions. Loco Bloco encourages its youth to use multicultural art forms as a tool for their own empowerment and as a catalyst to help them overcome discrimination and bring about change in their communities.

Jamestown Community Center and Loco Bloco merged in 2018. Both youth development organizations had long established track records of providing enriching, high-quality programming to youth. We believed that our shared commitment to youth development, our shared love for the Mission community, our shared experience in developing leadership among low-income youth and families, the excellence Loco Bloco brings to arts programming and performance, and the expertise Jamestown brings to academic enrichment, sports and youth development, coupled with our long history of mutual collaboration can result in a better, stronger, more efficient and sustainable organization made up of Loco Bloco and Jamestown.

Programs now include Arts instruction, performance and production educational enrichment, academic tutoring, sports, leadership development, employment, counseling, and parent programs. Throughout these programs, Jamestown aims to provide all participants with the highest-quality youth development experience. This approach builds young people’s resiliency as they face their daily challenges and supports their natural inclination to pursue their own growth into healthy, productive young adults. Our work focuses on the innate assets of youth to develop their leadership and ability to challenge discrimination and oppression and to bring about change in their communities.

values of the organization:

Accountability	Family	Health
Artivism	Inclusion	Social Justice

Education	Grit	Tradition
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POSITION DESCRIPTION

Jamestown’s expanded learning programs provide safe, supportive, and developmentally appropriate environments for youth after-school. This position is open only to existing Jamestown teachers, tutors, assistant coordinators, or safety and support employees. In addition to functioning as a member of the afterschool team, the Linked Day Enrichment Specialist will work an additional 3.5 hours per day to provide youth development to identified Tier II students, specifically long-term and newcomer English Learners. These linked-day staff will meet with school-day teachers monthly during elementary school or middle school meetings, in order to support the academic and social-emotional development of English Learners that are currently in the after school program at Jamestown. This is a great opportunity for any staff interested in career opportunities in the nascent field of social/emotional learning within the public school system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In addition to already assigned responsibilities for existing staff, the additional Linked Day responsibilities can include (depending on the site):

- Linked Day staff model and teach students to self-regulate emotions in order to successfully participate in school-day and after school programming
- Facilitate a process of aligning school-day PBIS strategies with after school programs
- Collaborate with school-day teachers and after school staff to lead restorative/transformational circles with students
- Collaborate with school-day teachers and after school staff to set academic and behavior goals with Tier II English learners, as identified by the site SAP team
- Conduct daily check-ins with identified students using BRtI Tier II strategies: class pass; check in, check out and mentoring for success
- Explicitly model how to establish and maintain positive relationships with youth
- Implement and assess the effectiveness of Youth Development strategies in collaboration with Oakland-based Partnership for Youth and Families
- Active participant in bimonthly meetings with school social worker for behavior consultation
- Daily communication with after school homework lab leads to facilitate students’ capacity to complete homework assignments

QUALIFICATIONS

- A passion for Jamestown’s mission and a commitment to providing young people with the highest-quality youth development experience
- Two or more years of experience teaching multi-ethnic, multi-cultural elementary school youth
- One or more years of experience with youth de-escalation
- Experience teaching youth
- Strong understanding of the theory and practice of youth development
- Strong elementary and middle school level math and literacy skills
- Ability to build meaningful relationships and engage with elementary and middle school youth
- Creativity and interest in planning hands-on projects for youth
- Strong interpersonal skills
- Excellent communication and organizational skills

- Flexible, able to take initiative, and comfortable working with diverse stakeholders
- Fluency in Spanish strongly preferred
- Fingerprint and TB clearance
- Provide documentation that meets SFUSD Instructional Aid requirement or take equivalency exam

This is an hourly, non-exempt position, up to 17.50 hours a week (combined with the after-school position, makes this a full-time position, you may work up to 40 hours per week position that qualifies for benefits).

APPLICATION

If interested, please submit a cover letter and resume to:

Santiago Lopez, HR Manager

Telephone: 415-647-4709 x111

Jamestown Community Center

Fax: 415-647-4718

2929 19th Street

Email: Santiago@Jamestownsf.org

San Francisco, CA 94110

Jamestown Community Center is an Equal Opportunity Employer.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.