



JOB DESCRIPTION

Program Coach

20 hours/week, 2:00pm to 6:00pm, no benefits

The Program Coach position is a traveling leadership position that provides implementation support to LA's BEST staff in an effort to improve the quality, educational value and safety of the program at each site. The Program Coach is responsible for creating and supporting continuous learning opportunities and assisting LA's BEST staff in successfully integrating ideas & strategies presented during trainings into their daily interaction with students.

LA's BEST

LA's BEST — Better Educated Students for Tomorrow — is a nationally recognized after school education, enrichment and recreation program serving more than 27,000 children with the greatest needs and fewest resources throughout the City of Los Angeles. LA's BEST After School Enrichment Program provides a safe haven for children, ages 5 to 12, at 180 LAUSD elementary school sites each day during the critical hours after school — at no cost to parents. Established in 1988, LA's BEST is a partnership including the City of Los Angeles, the Los Angeles Unified School District and the private sector.

Description of Duties

- To provide comprehensive program support to a cluster of LA's BEST sites, which incorporate a youth development approach to student engagement.
- To assist site staff in embedding the LA's BEST vision, mission & philosophy into the daily implementation practices at each site.
- To incorporate an understanding of multiple learning modalities & how to engage adults in a learning environment through effective coaching, listening, questioning and planning skills.
- To observe, assess, and provide feedback to staff and trainers around the effectiveness of implementation of training information at the site level.
- To coach staff in identifying best practices and strategies around successful program implementation through effective problem solving, strategic planning, goal setting & critical thinking.
- To facilitate conversations and continuous learning opportunities for site staff to strengthen their understanding and approach to engaging and connecting with children in an after school environment.

- To advise and assist staff in planning unique programs based on the interests and talents of the staff and the interests and needs of the children that are developmentally, linguistically and culturally appropriate.
- To assist staff in articulating the connection between activities being implemented, what children learn through these activities, and how these activities align with state standards.
- To advise and assist staff in keeping adult/child interactions positive, respectful and supportive.
- To advise and assist staff in facilitating learning and enrichment through activities rather than employing direct-instruction techniques.
- To ensure that each site implements all LA's BEST core components.
- To advise and assist site staff in ordering and maintaining appropriate resource materials, supplies and equipment.
- To work collaboratively with colleagues to provide quality leadership for cluster sites.
- To perform other duties as assigned.

Professional Qualifications

- Baccalaureate degree in recreation, education or related field is desirable.
- Supervisory experience in recreation or related field preferred.
- Ability to work cooperatively and collaboratively with Los Angeles Unified School District staff, public officials, private sector officials, parents and community leaders.
- Familiarity with criteria for quality after school programs and the youth development philosophy toward engaging children.
- Ability to communicate effectively and demonstrate sensitivity to others.
- Excellent writing and organizational skills.
- Familiarity with basic computer software programs and ability to type.
- Ability to speak or write a language other than English is preferred.

Other Requirements

- Valid California driver's license and use of vehicle with proof of insurance.
- Reliable transportation and ability to travel to multiple sites within the City of Los Angeles.
- Eligible to accept LAUSD/LA's BEST assignment.
- Willingness to work evenings and weekends (on occasion).

This position reports to an LA's BEST Team Leader