



**GERMAN
INTERNATIONAL
SCHOOL | Boston**

German International School Boston is a bilingual independent school serving students from preschool to grade 12. Learning at GISB is a multilingual, multicultural experience; graduates earn both a U.S. high school diploma and a German international Abitur. In addition to its international focus, GISB's urban location, commitment to affordability, and highly-involved family community make it a special place to learn and grow. GISB is an equal opportunity employer, providing generous benefits and a collegial, international work environment to a dedicated faculty and staff. For more information, please visit www.gisbos.org.

Early Education After School Program Coordinator: Full-time

The Early Education After School Program Coordinator is responsible for the daily program, safety and well-being of children enrolled in the After School Program at Lower Campus (ages 2.9-6). The Coordinator maintains administrative oversight of the program and manages program staff. This position is full-time (working hours are approximately 10am-6pm) and includes leading an ASP classroom and preparation and participation in school camps. Each ASP Teacher commits to three weeks of vacation programs per school year.

YOUR TASKS AND RESPONSIBILITIES

- Coordinate Lower Campus After School Program, including weekly/biweekly meetings with ASP staff, planning and teacher support.
- Lead an ASP classroom (2pm-6pm), including developmentally appropriate activities in areas such as arts & crafts, cooking and science.
- Conduct interviews and orientations for new staff and plan for future hiring needs.
- Communicate with Lower Campus parents/caregivers regarding program, ASP policies and procedures, student disobedience.
- Support the Camp Coordinator with camp planning for the July, October, February and April camps.
- Track and invoice for drop in hours and late pickup in Jumbula.
- Manage extended ASP enrollment in Jumbula.
- Communicate regularly with the Director of Co-Curricular Programming and day faculty to allow for a smooth transition between the morning and afternoons.
- Attend Back to School Week and other preparatory events/programming.
- Attend school professional development days/programming.
- Remain flexible and creative in the face of new challenges.

QUALIFICATIONS

- B.A. in Early Education, or a related field.
- 1+ years working with young children in a school or after school setting.
- Excellent verbal and written communication skills.
- German verbal and written proficiency strongly preferred.

Classification: Exempt, full-time
Reports to: Director of Co-Curricular Programming
Salary Grade: Competitive
Contact: Please direct your application to jobs@gisbos.org

GISB is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis, including but not limited to race; color; religion; national origin; genetic information; ancestry; sex; pregnancy, childbirth, or related medical conditions; marital status; sexual orientation; gender identity; age; physical or mental disability; citizenship status; veteran status; military service; application for military service; or any other protected class under federal, state, or local law. The School will make reasonable accommodations for qualified individuals with known disabilities in accordance with applicable law.