

Dismissal & Clubs Coordinator

Citizens of the World Charter Schools – Kansas City

SUMMARY

The mission of CWC Kansas City is to provide an excellent public education focused on developing and demonstrating **understanding** while building **connections** within a **diverse** community.

The Coordinator Dismissal & Clubs will oversee the administration of the after-school program of Citizens of the World, including club rosters, waitlists, fees, and collections, along with managing the daily dismissal process.

This is a part-time (estimated 15 hours/week), onsite position located in Kansas City, MO. For more information on Citizens of the World Charter Schools – Kansas City, please visit www.cwckansascity.org.

RESPONSIBILITIES

Responsibilities will include:

- Coordinate student dismissal from the front desk (estimated 3:30p-6:00p, school days); ensure non-Campfire students are picked up in a timely fashion, communicate with caregivers.
- Maintain documentation of students, emergency contacts, and authorized pick-ups
- Remain onsite until final student has been picked up; then close, lock, & alarm the building
- Serve as a real-time liaison between Camp Fire staff and Citizens staff.
- Ensures effective and appropriate building use from our Camp Fire after school partners.
- Communicate successes, barriers, and challenges with the Executive Director.
- Oversee student after-school clubs on Monday, Tuesday, and Thursday evenings.
- Communicates changes and/or modifications to club locations and/or schedules to staff, principal, parents, and/or Coordinator of Recruitment.
- Collects information from club sponsors to ensure reimbursement and payment by the conclusion of semester.
- Communicate with other Citizens staff - either as a follow-up notification or in real-time problem-solving.
- Actively participating in regular professional development activities, both internal and external.
- Maintaining frequent, sensitive, and effective communication with students, students' families, colleagues, and other school stakeholders.
- Performing other reasonable and necessary duties as assigned.

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QUALIFICATIONS & TRAITS

The ideal Coordinator may have:

- Have an Associate's Degree (Bachelor's preferred)
- Be passionate about CWC Kansas City's mission and impact on our students and community.
- Be comfortable managing projects at a desk, completing data entry, interacting with students in the hallway, and rolling up sleeves to prepare for a small event – all in a day's work.
- Have extreme attention to detail and a high-level of organization, efficiency, and follow-through.
- Experience working with diverse populations
- Excellent communication/interpersonal skills as well as a desire to collaborate with various stakeholders to help develop a strong school community
- Possess maturity, humility, strong work ethic, sense of humor, and a can-do attitude
- Fluency in Spanish is preferred.

COMPENSATION & BENEFITS

This role is placed on the "H: Hourly" salary scale.

CWC Kansas City offers competitive salaries commensurate with experience and a comprehensive benefits package. CWC Kansas City is an Equal Opportunity Employer. As an organization that values diversity and aims to serve a diverse group of students, we work to reflect this diversity in our staff as well.

CONTACT

Please apply online through the TalentEd Application Portal on our website at www.cwckansascity.org/employment. No phone calls, please.

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EMPLOYEE VALUE PROPOSITION

Who We Are	Who You Are
<p>We are an intentionally diverse and welcoming community. CWCKC was founded on a belief that we live in a richly diverse world and that diversity makes our experience better.</p>	<ul style="list-style-type: none"> You value diversity in all its dimensions and are excited to be part of a school community where that diversity is authentically encouraged and celebrated. You understand that identity is an important part of who we are - for both adults and students.
<p>We believe education is about more than test scores. Student learning matters and goes beyond just academics. Our teachers focus on the whole child by building our students' socio-emotional skills and helping them develop a deeper understanding of themselves.</p>	<ul style="list-style-type: none"> You know that academic learning is important and have experience helping students develop their socio-emotional skills. You understand how to balance academic rigor with the development of the whole child.
<p>Our teaching approach centers students' interests and needs within projects and real-world experiences. We strive to provide learning experiences that are meaningful and make a difference in our school and community. Our teachers engage students in projects based on their interests and individual learning needs.</p>	<ul style="list-style-type: none"> You are excited about designing project-based learning experiences for students grounded in their interests, experiences, and identity. You value students constructing their own learning to develop a deeper understanding of the world around them. You embrace creativity and risk-taking in lesson planning.

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Compensation and Benefits

We value our team, and one way that we show that is through compensation and benefits. **For teachers**, we offer competitive compensation with a starting salary of \$45,500-66,000 (based on experience). For non-teaching positions, please reference our salary schedule specific to the role. We also offer a comprehensive benefits package including:

- Health Insurance (Citizens covers almost all of an employee's premium on a choice of two plans)
- Dental & Vision Insurance
- Employer-Paid Life Insurance
- Employer-Paid Short-Term & Long-Term Disability
- Participation in the KCPSRS retirement pension plan
- Supplemental, optional Aflac insurance
- Supplemental, optional 403(b) retirement plan
- Full-time 10-month employees receive 4 holidays off, 4 weeks of calendared breaks (Thanksgiving, Winter Break x2, Spring Break), 9 PTO days.