



Job Title: After School Arts and Learning Academy- Site Office Manager
Reports to: After School Arts and Learning Academy- Site Director

Job Summary

The After School Arts and Learning Academy (ASALA) Office Manager is an essential member of the ASALA staff and is responsible for ensuring the smooth operation of all administrative aspects of the site. The Office Manager is often the first person a parent, student or visitor to the academy will meet, as their primary responsibility is to ensure that the site office is staffed at all times and running efficiently and effectively.

About the After School Arts and Learning Academy

Baltimore City Schools After School Arts and Learning Academies, operated by Young Audiences Arts for Learning Maryland (YA), will be an action-packed, after school program that introduces students to a wide variety of art forms – from illustration, to spoken word, to percussion, to drama and dance—and gives students a chance to work alongside students from across the city and be taught by professional artists. Literacy and math classes will be co-taught by a teacher and professional teaching artist allowing students to experience reading, writing and math like never before...through the arts! Students will have the opportunity to imagine, create, and express who they are through the arts and try on art forms they never imagined. Student's work will be celebrated through a student showcase and family night at the end of the program.

Mission and Core Values

The mission of the Young Audiences Elementary After School Arts and Learning Academies is to provide students with a once-in-a-lifetime opportunity to learn from the best teachers and teaching artists our state has to offer. Through a dynamic, creative, and supportive environment, students will explore math and literacy in a unique arts integrated environment, allowing them to develop socially and emotionally, expand their personal creative process, and introduce them to many different art forms taught by professional artists.

We...

- ☑ believe unwaveringly that ALL students can achieve high standards in and through the arts;
- ☑ provide opportunities for students to develop powerfully articulate voices through art forms and honor their creative processes along the way;
- ☑ collaborate and reflect by learning from and with each other at every step of the process, cultivating positive relationships between all ages;
- ☑ encourage the development of critical thinking, problem solving, inquiry, imagination and creativity;
- ☑ ensure that our students are known, loved, supported, celebrated and valued.

Requirements

- Strong customer service skills.
- Knowledge of school operating procedures, best practices, and norms.
- Strong organizational skills maintaining both electronic and physical files for the site.
- Experience working in a public school preferred.

DATES AND TIMES

To be selected for the program, office managers must be able to commit to all of the following dates/times. Please hold the dates on your calendar. While we have done our best to provide these dates in advance, there is a chance that they might need to be adjusted slightly.

- February 23rd, 2019 - 9:00 AM - 12:00 PM
- Professional Development Dates - TBD
- Monday-Friday- March 18 - May 23 - Times Dependent on Site Schedule

COMPENSATION

- This position works as an independent contractor on behalf of Young Audiences of Maryland.
- The base pay for office managers is paid hourly at a rate of \$19.60/hour. Hours will be tracked for all PD, Planning and Program Days. The hourly rate is an average rate and is calculated using \$15/hour for PD and Planning Time and \$20/hour for actual program days. The pay breakdown below outlines the calculations and total number of hours.

Total Pay for working the entire program is as follows:

Office Manager		
Component	Description	Total Pay
Orientation Meeting	Three hour program orientation and kick off @ \$15/hour	\$45.00
Professional Development and Training	11 total hours of PD @ \$15/hour	\$165.00
Program Days	4 hours per day for 40 days @ \$20/hour	\$3,200.00
	Totals	\$3,410.00

ESSENTIAL FUNCTIONS

- Welcome all guests (parents, students, volunteers, City Schools or Young Audiences staff, and other guests) and ensure that they receive the information that they need and/or direct them to the appropriate staff member or room.
- Maintain a master calendar for the site, family night dates, staff absences and other special events.
- Organize all paperwork generated by teachers including assessments, surveys, and evaluation materials.

Young Audiences/Arts for Learning Maryland is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or disability. It is our intention that all qualified applications be given equal opportunity and that selection decisions are based on job-related factors.

- Oversee the process for sending late arriving students to class and organize early dismissal for students.
- Answer all calls coming into the Site Office phone and address any tasks associated with the call.
- Ensure that the site office is kept neat and organized.
- Oversee the acquisition and distribution of office supplies as needed.
- Support the Site Director in carrying out the business of the site.
- Provide support to teaching staff making copies, acquiring supplies
- Maintain and update student records as needed.
- Create daily classroom rosters for attendance and ensure attendance is entered into the student management system as soon as possible each day.
- Assist students when they come into the site office. This may include, but is not limited to, providing supervision to students that have been removed from class, directing students to the site directors, student support coordinators or class
- Maintain a master daily schedule to ensure that any student's whereabouts can be determined at a moment's notice.
- Contact parents as needed.
- Maintain communication with Young Audiences site coordinator to ensure they are updated on all aspects of the site.

TO APPLY VISIT: <http://www.yamd.org/asala>