



LAFAYETTE PREPARATORY ACADEMY

St. Louis, MO | Est. 2013

Special Programs Coordinator

Lafayette Preparatory Academy, a public charter school, opened in the fall of 2013 initially as a K-2 program with 74 students and will grow with its students through 8th grade. Our mission is to prepare students for academic and collegiate success and equip them to enter the world as active, responsible, and involved citizens and leaders. We utilize a rigorous academic model to implement research-proven curriculum focused on critical thinking and problem-based inquiry. As a community school, serving the needs of students from Downtown/Near Southside neighborhoods, LPA will support social and economic growth and sustainability in the city of St. Louis.

Working at Lafayette Preparatory Academy:

Lafayette Preparatory Academy seeks passionate educators and relentless over-achievers who have proven to be ambitious self-starters and operate with both a sense of urgency and responsibility. Working at Lafayette Preparatory Academy is ideal for a person with deep passion for urban education. Every staff member at Lafayette Prep receives regular coaching, support, guidance, and feedback from a supportive leader.

SPECIFIC RESPONSIBILITIES:

Aftercare

- Supervise groups of children
- Develop opportunities for free and structured play
- Interact with the children often
- Ensure children are supervised in a safe, caring environment
- Provide and assist with development of their enrichment activities
- Supervise part-time after care staff during aftercare hours
- Assist with billing and paperwork associated with the enrollment and maintenance of the aftercare program

Clubs

- Research and investigate a wide-variety of after-school club opportunities
- Organize and arrange for a variety of after-school clubs
- Communicate opportunities with families and arrange for enrollment in clubs throughout the year
- Assist with billing and paperwork associated with the enrollment and maintenance of the after-school clubs program

Recess

- Supervise groups of children
- Develop opportunities for free and structured play
- Interact with the children often

General

- Provide and assist with development of enrichment activities for students
- Follow guidelines in staff handbook and school district policies
- Communicate with other team members, children and parents



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Student character development

- Encourage innovation, creativity, and social responsibility
- Follow guidelines in staff handbook and school district policies
- Communicate with other team members, children and parents
- Assist students with physical or behavioral needs
- Prepare materials and equipment
- Supervise students during aftercare, recess, lunch and other times
- Analyze effectiveness of program through reflection on teaching practices
- Create a positive, achievement-oriented and structured learning environment that excites and invests students
- Motivate students to realize high academic and behavioral standards
- Build classroom community by working with families to become invested in their children's success
- Exemplify LPA's core values in all interactions with students, families and colleagues

Professional learning, development, and growth

- Collaborate with school leaders and teachers to develop school culture
- Participate in Professional Learning Institute as both a leader and collaborator
- Inquire about innovative teaching practice and models.

Physical Demands

While performing the duties and responsibilities of this job, the employee is regularly required to talk and hear, stand, move and walk at a brisk pace, sit, and use hands and arms to handle, feel and reach. The ability to accompany students anywhere on school premises. The employee is occasionally required to stoop or kneel and occasionally lift and move up to 50 pounds. Regular attendance on the job is expected and necessary. Additionally, the employee must be physically able to implement all BOE policies, District procedures and to perform Non-Violent Crisis Prevention Intervention (CPI) training and techniques. The employee must be physically able to react and intervene quickly during crisis situations, such as but not limited to the following circumstances: emergency drills, student elopement, physical altercations involving students.

Knowledge, Abilities and Attributes:

- Ability to meet the needs of students from 5-14 years old
- Ability to apply empirical principles and procedures
- Ability to establish and maintain cooperative relationships with all stakeholders
- A strong love for teaching
- Bilingual/biliterate preferred
- A desire to work with a diverse student population.
- A willingness to do whatever it takes to ensure that every child succeeds.
- Ability to demonstrate loving care for students and their futures yet also a firm personality and belief in a high level of structure.

Qualifications:

- A passionate belief in LPA's mission, values, and educational model
- Current authorization to work in the United States
- A minimum of 60 semester hours of college credit with a certified transcript on file or have taken and passed the ParaPro Assessment



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Experience:

Experienced candidates must demonstrate experience working with children and creating and maintaining systems. Exceptional candidates will have experience managing adults. Candidates without prior work experience will be evaluated based on past leadership experience, participation in extracurricular programs, academic performance, and commitment to personal and professional growth.

REPORTS TO:

Lafayette Preparatory Academy Head of School

TERMS OF EMPLOYMENT:

Salary and work year is aligned to the school calendar (August 1st through last day of school), 8 days sick leave; comprehensive benefits package; 9:30 am – 6:00 pm, \$25,000-\$30,000 salary, dependent on experience.

TO APPLY:

Submit your resume, cover letter, transcripts, question responses (below), and three professional references, at least one being a supervisor to Sarah Ranney, Head of School at

Sarah.Ranney@Lafayetteprep.org. In the subject line write “ _____
(Your name) , teaching candidate”

Submit concise responses to the following questions:

- 1) According to Carol Dweck’s research on achievement and success, one’s mindset towards learning can be changed. Which mindset must be nurtured in students and how does one develop that mindset in students?
- 2) What is most important to the success of students?
- 3) How do race and class affect how young people experience schools? And what role does a teacher play in affecting the experience?
- 4) Is it more important to provide structure or flexibility in the classroom?