Department: Massachusetts Migrant Education Program  
Title: Site Based Coordinator  
FLSA Status: Non-Exempt  
Reports to: Academic Program Manager

Purpose: The coordinator will support multiple classrooms of students who are working with their classroom instructors on fun art and science activities. Coordinators will assist in contacting parents of students when needed, enforcing school and program safety guidelines, and supervising and supporting all staff and students.

Essential Functions:
- Oversee all classrooms in the MMEP summer program
- Support instructors in adapting their daily plan to accommodate the abilities, needs and interests of students
- Collect and monitor attendance
- Communicate with parents and guardians concerning attendance issues
- Communicate regularly with the Academic Programs Manager

Minimum Qualifications:
- Bilingual in English and Spanish (required)
- Bachelor's degree from an accredited college or university
- One year of teaching experience in a formal or informal setting
- Leadership experience
- Are able to pass a CORI (Criminal Offender Record Information) screening

Preferred Qualifications:
- Program management experience
- M.A. or M.Ed from an accredited college or university
- DESE/DEEC Certification

Physical Demands:
- Ability to multi-task and respond to plan alterations with a positive mindset
- Must be able to communicate and converse effectively with youth and adults from multiple backgrounds and cultures in Spanish

Work Conditions:
- Employees expected to follow CES Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards

Terms of Employment:
- Part-time; 16-18 hours per week between 7/5/2022 and 8/14/2022 plus training at the end of June
- Compensation $40/hr

CES is an equal opportunity employer. We welcome candidates from all cultural, ethnic and racial backgrounds. Candidates whose backgrounds are well suited to understanding and addressing the needs of the diverse student populations we serve are encouraged to apply.