



Enrichment Program Coordinator Independence Charter School West (ICS West)

Our Beliefs

- ICS West exists to equip and empower global citizens, so that our communities are united. Our students are becoming the leaders who will bring a divided world back together, and as a team, it is our responsibility to give them everything they need to do so.
- We believe that every student, with no exception, can achieve at their highest level, and our Big Goal reflects this - our students who are below grade level will make more than one year of growth every school year until they are at or above grade level in all subjects. Right now, many of our students are not at this level. Supporting them in getting there is the focus of everything we do as a team.
- We believe deeply in being an open enrollment, neighborhood public school, with the responsibility to meet the needs of every student who enrolls, with no exception. Special education students currently make up 27% of our student population.
- Finally, we believe that being a cohesive team is the way to realize our vision. Building trust with each other enables us to honor the unique perspectives that every team member brings, talk candidly about these perspectives as we commit to decisions, and hold each other accountable for the results our students deserve.

Fast Facts

- ICS West was founded in 2016.
- The school is located at 5600 Chester Avenue in the Kingsessing neighborhood of Southwest Philadelphia.
- We serve approximately 800 students in grades K-8 in the 21-22 school year, and we will grow to our full enrollment of 900 students in the 2023-24 school year.
- All of our students are taught Spanish starting in Kindergarten.



Your Role

- You will lead and support our part-time before school and after school teams to ensure that our students have access to meaningful and engaging enrichment activities.
- You will work with our Principal and Assistant Principals to develop program offerings during out-of-school time that advances our goals for academic and social-emotional support of our students.
- You will support internal and external programming which includes coordinating events, managing logistics, and communicating with our school team, students, families and other stakeholders.
- You will act as a liaison for extra-curricular offerings that include Play On Philly (POP) a music program, Vetri Cooking Lab, and other partnerships.
- You will partner with our Operations Team to ensure that systems for attendance, parent communication, and student arrival and dismissal in the After School and Before School program are in sync with the same systems for our regular school day.
- You will work with our Data Specialist to ensure compliance with all reporting, timelines, meetings, procedures, and documentation necessary to maintain our 21st Century Afterschool grant.

Salary, Schedule and Benefits

- This is a 12-month position.
- The salary range for this position is \$38,000 to \$50,000, depending on experience.
- Your work day would include two different shifts: 7:30am-3:30pm and 10:00am-6:00pm.

Application Details

- Requires at least an Associates Degree and one year of relevant experience.
- Send your resume and a cover letter to icswesthiring@icswest.org, and we will be in touch shortly with next steps.