



**After School Program (PLA) Coordinator  
(Part time: 12:15pm-6:15pm)**

**Description:**

Baker Demonstration School, an independent progressive PK-8 school on Chicago's North Shore, is seeking an exemplary After School Program (PLA) Coordinator January 2019. We value candidates who are passionate about experiential models of learning, have a love of children, and are innovative and knowledgeable about experiential education. We place a high value on community and seek candidates who have excellent interpersonal skills and who will work well with students, colleagues, and parents. Baker Demonstration School places a high value on creating a diverse faculty and staff that reflects the cultural richness of Chicago. The PLA Coordinator is responsible for planning programming for PLA, managing staff schedules, supervising program participants, and more.

**Duties:**

- Development of activities, experiences for PLA program
- Actively engaging with and supervising students during free play (indoors and outdoors)
- Process PLA semi-annual contracts
- Track all attendance for billing purposes
- Assist plan and coordinate the recruitment of program participants
- Manage PLA staff schedules, including finding subs when necessary
- Provide leadership and guidance to PLA staff
- Maintain program database and oversee program registration and processing of all forms
- Respond to parents drop-in requests
- Cultivate positive relationships with families, students, and staff
- Assist with planning, organizing, and supervising of Full Day PLA programming (Full Day PLA days include Institute and Conference Days).
- Adhere to all Baker faculty policies and procedures

**Requirements:**

- Experience working with preschool, elementary and middle-school aged students
- Degree in Early Childhood Education/related field or working towards a degree
- Knowledge and experience with progressive education philosophy and a constructivist pedagogical approach
- Expertise in building active, collaborative classroom programs which encourage problem solving, critical thinking skills, and develop a sense of classroom community and trust
- Passion and skill to contribute positively to an educational environment that supports a lifelong love of learning, self-esteem, and respect for the community and the world in which we live
- Passion and skill to contribute positively to the school community and to develop strong relationships with students and families



**To Apply:**

Interested candidates should submit a resume, cover letter, and references to [employment@bakerdemschool.org](mailto:employment@bakerdemschool.org).

**Non-Discrimination and Disability Policy**

Baker Demonstration School is an equal opportunity employer and makes all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, gender, religion, national origin, sexual orientation, disability, or any other classification prescribed under applicable federal, state, or local law. We actively seek diversity among faculty and administration as well as among students. The school complies with the law regarding reasonable accommodations for employees with disabilities. Applicants requiring reasonable accommodation in order to participate in the application/interview process are requested to contact the School in order to arrange such accommodation