



Cultural Academic Enrichment Program (CAEP)

SITE COORDINATOR

The Cultural and Academic Enrichment Program (CAEP) represents a dynamic and positive supplementary education program. The Black Educators Association through the Regional Educator's Program and the Education Committees in partnership with the Department of Education and Early Childhood Development (DOEECD) have developed the CAEP as a pro-active, multi-purpose, peer tutoring program for African Canadian elementary and secondary school students. The program provides programming focused on cultural awareness, knowledge of self and community, basic and academic skills (with specific emphasis on math and reading) and encourages parental involvement, in a loving, caring and effective environment.

Reporting to the Regional Educator (RE), the **Site Coordinator** (SC) will be responsible for the day to day operation and supervision of the CAEP site. In consultation with the RE, the SC will work to develop relationships with local schools to determine learning needs and strategies for learners in the program. The SC will ensure that all staff is prepared for learner sessions by a variety of lesson plans that the program outcomes and themes are followed. Finally, that they adhere to the completion of all reports on the deadline requested.

Responsibilities of the Site Coordinator:

- Assist in the hiring process of Program staff
- Recruitment and retention of students
- Submit all necessary reports to the RE
- When necessary, communicate with school administrators, teachers, parents/care givers, community groups/organizations
- Coordinate special events (i.e. REP Provincial Spelling BEE)
- Responsible for registration and orientation of students and parents
- Attend Education Committee (EC) meetings as required by the RE or EC
- Supervise program activities of the CAEP (ie: hosting local and Regional Spelling BEEs)
- Create opportunities for parental involvement in program activities
- Maintain accurate records
- Must participate in all training workshops
- Responsible for all contracts related to site and staff
- Submit bi-weekly payroll to the RE and use the collaborative work space
- Perform other related duties as required

- Develop and maintain a CAEP Binder for your respective site
- Consult with the RE regarding obtaining student information from the schools
- Monitor to ensure that the feedback provided by the teacher-on-site is followed

Qualifications of the Site Coordinator:

- Post secondary and/or equivalent
- Management/administration skills
- Must demonstrate personal attributes consistent with those exhibited by positive role models
- Good oral and written communication skills
- Computer skills
- Knowledge of the African Nova Scotian Community
- Knowledge of the public school system
- Being a member of the ANS community would be considered an asset
- Of African ancestry where possible

Start Date: As soon as possible

Locations: Bridgewater
8 hours /week,

Deadline: January 27, 2017

Please fax/email resume and cover letter for this position

*Black Educators Association
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Fax: (902) 679-6181 or Email: regedsecretary@ns.sympatico.ca

**Only candidates selected for an interview will be contacted*