

**POSITION DESCRIPTION**  
**Academic Program Facilitator – Middle, High School**  
**Application Deadline: April 30th**

**Please send your resume to: [hiring@a-step-beyond.org](mailto: hiring@a-step-beyond.org)**

**Organizational Profile:**

A Step Beyond (ASB) is a non-profit organization located at the California Center for the Arts, Escondido. A Step Beyond is a creative after-school youth development program that works with low-income, high-risk students through dance, academics, and family services support. The purpose of ASB is to provide its participants with the necessary support to break the cycle of poverty and realize their full potential in every aspect of their lives. ASB assists children and youth to recognize the full scope of their talents, including academic, artistic, interpersonal, and leadership achievement, with the goal that all participants will graduate from high school and matriculate to a four-year college or university or other high-skill training program.

A Step Beyond opened in October, 2014 with 35 students ages 8-10, and currently serves 150 students in grades 3-7. By continuing to add one grade level class each year, ASB will reach its full capacity in approximately 6 years. In addition to rigorous modern contemporary dance training and performance opportunities, and innovative academic programs, a Licensed Clinical Social Worker is on staff to assist with family service needs.

The organization is funded privately and is offered at no cost to the youths served.

**Academic Program Facilitator Position Summary:**

Academic Program Facilitator – Middle, High School (APF): The APF will be responsible for designing and implementing middle and high school academic programs through the following:

- developing engaging programs to serve below grade level students;
- designing program options to enhance personalized learning;
- facilitating innovation in the coming MakerSpace;
- developing summer academic programs in conjunction with the artistic director and family service manager;
- assisting students w/ entry to SAT prep courses;
- assisting students w/ college applications and financial grants; and
- coordinating mentorship opportunities

**Classification:** Administrative - Exempt

**Status:** Full-time, Monday – Friday,

**Required Education, Skills and Licensures:**

- Bachelor's degree in social sciences, education, recreation, humanities or related fields
- Fluency in Spanish and English (oral and written)
- Exceptional interpersonal and communication skills

- Proficient in MS Word, Excel, Outlook and database software
- Ability to pass criminal background check
- Possession of a valid California Driver's License with a clean driving record

**Position Interactions:** Internally the **(APF)** interacts with the students, parents, faculty, and all institutional directors and staff. Externally, the **(APF)** serves as a liaison to other outside organizations or individuals, on an as needed basis. The **(APF)** will report to the Executive Director.

**Compensation:** Competitive

**American With Disabilities Act Assessment:** Below are general guidelines on the position's physical, mental, and environmental working conditions.

Bend: Occasionally

Squat: Occasionally

Crawl: Rarely

Climb: Rarely

Kneel: Rarely

Handle Objects: Frequently

Push/Pull: Frequently

Reach Above Shoulder Level: Occasionally

Sit: Frequently

Stand: Frequently

Walk: Frequently

Use Fine Finger Movements: Frequently

Carry/Lift Loads up to 25 Pounds: Occasionally

Carry/Lift loads between 25-50 lbs: Occasionally

Carry/Lift Loads over 50 Pounds: Occasionally

Read/Comprehend: Frequently

Write: Frequently

Perform Calculations: Occasionally

Communicate Orally: Frequently

Reason and Analyze: Frequently

Chemical/Biological Agent: Rarely

Construction Activities: Occasionally

Contact with Water/Liquids: Occasionally

Drive Motorized Equipment: Not applicable

Confined Spaces: Occasionally

Elevated Work Location: Occasionally

Radioactive Materials: Not applicable

Temperature Variations: Occasionally

Gas System: Not applicable