

# Chula Vista PROMISE NEIGHBORHOOD



*South Bay Community Services*

Title: Granger Turnaround Model Specialist (GTM Specialist)  
Reports to: K-6 Program Coordinator  
Based at: Respective School Site within the Castle Park area

## Job Purpose:

Under the supervision of the K-6 Program Coordinator, the GTM Specialist is responsible for assisting with the management, supervision, implementation and contractual/regulatory compliance of the Promise Neighborhood After School Program in the specific areas of tutoring, re-teaching and education programs. Supervisory staff is responsible for working within the team in developing team goals and objectives, and in meeting those goals and objectives.

## Key Responsibilities and Accountabilities:

- Should possess intricate working knowledge of the following specific interventions: PMO, AEC, Re-teaching/Retesting, Saturday Academies, Saturday Quarterly Intervention Plan (SQIP), Saturday Extended Learning Program (SELP), Attendance Recovery, Rising Stars, Shining Stars, Shooting Stars, Math 7 All stars, Achieve 3000 All Stars, Intersession Intervention and Credit Recovery;
- Possess good working knowledge of Chancery, Connect Ed, Data Director and Able Bits;
- Assist to plan, supervise and implement the daily program in accordance with the goals and policies of Chula Vista Promise Neighborhood;
- Assist to plan and implement program monthly goals and objectives;
- Assist to ensure the provision of age appropriate activities and events for participants, coordinating activities to meet the developmental needs and interests of all children;
- Assist to ensure supervision of all children, ensuring their guidance and safety;
- Ensure that program and staff consistently comply with all contract requirements and Chula Vista Promise Neighborhood policies and procedures;
- Assist to ensure established emergency procedures are followed at all times, by all staff, ensuring the safety of the children and staff;
- Assist accurately document all incidents/accidents and ensure proper communication to all parties as appropriate;
- Assist to coordinate daily program operations including daily set up, youth supervision, program planning and site maintenance;
- Assist to provide needed direction and guidance to site staff as needed;
- Communicate in a positive and effective manner with all participants, school officials, parents, community members and co-workers;
- Wear assigned school uniform or Chula Vista Promise Neighborhood staff shirt and name tag during work hours;
- Maintain a professional demeanor at all times to ensure the Chula Vista Promise Neighborhood image and mission statement are upheld;
- Attend all required meetings and trainings;
- Assist in other appropriate ways or as assigned; and
- Performs other duties as assigned and required by the K-6 Program Coordinator.

## Qualifications:

Must be 21 years of age or older. Must possess a successfully passed district school Instructional Aid Exam or have a AA/BS Degree from an accredited university. Two or more years of experience working with youth in after school environment or educational setting is highly desirable. Must be dependable. Must have a warm and friendly personality, while having sensitivity to meet the needs of a diverse population. Must have a willingness to fulfill the job responsibilities in accordance to the program and agency goals. Possess the ability to respond to critical incidents and the physical ability to act in an emergency situation. Must have initiative, organizational, clerical, interpersonal and leadership skills. Basic computer skills, record keeping, email, spreadsheets. Knowledge of operating Windows. Ability to relate to youth and adults in a professional manner.

We are an equal opportunity employer. Employment selection and related decisions are made without regard to gender, race, age, disability, religion, national origin, color, sexual orientation or any other protected class.