



# American School Foundation of Monterrey

## Job Description

The American School Foundation of Monterrey (ASF) fosters open minds, caring hearts, and global leadership within the entire school community. ASF serves a diverse population and prepares all students through an innovative, inclusive and intensive program focused on engaging and enabling students to achieve their individual potential in citizenship, academics, athletics, and the arts.

<b>Name of Position:</b>	Center for Personalized Learning Coordinator
<b>Reports to:</b>	Head of Extended Learning
<b>Department / Section:</b>	Extended Learning Department

<b>Overview:</b>	The CPL Coordinator is responsible for the design, implementation, and operations of a guaranteed and viable catalog of extension programs for grades nursery through 12. The Coordinator of CPL will ensure that the programs expand the learning opportunities for ASF students and grow individual excellence through the nurturing of students' talents and interests, providing challenging academic opportunities, competitive athletics and access to specialized fine and performing arts. These programs will be based on the needs of students that require additional support, require greater challenge, or wish to explore an area of personal interest. The CPL Coordinator is responsible for the development and implementation of these programs.
------------------	--

<b>Impact:</b>	<ul style="list-style-type: none"><li>● Provide a catalog of Summer Programs which enrich learning opportunities.</li><li>● Provide a catalog of Programs during the school year to enrich learning opportunities for students.</li><li>● Provide a catalog of providers for additional support based on needs of students.</li><li>● Increase impact for professionalized athletics, arts and performing arts</li><li>● Increase the student access to learning opportunities.</li><li>● Implement logistics for extension programs.</li><li>● Develop a structured partnership approach to service and extra-curricular learning.</li><li>● Create long-term partnerships with businesses and organizations in the community that respond to students' interests and goals.</li></ul>
----------------	---

<b>Responsibilities:</b>	<p><b>Direct Responsibilities:</b></p> <ul style="list-style-type: none"><li>● Curate and implement Summer Programs for Academics, Arts, and Sports.</li><li>● Lead the development of the institutionally aligned programs that clearly outline student learning outcomes.</li><li>● Lead the development of long-term partnerships with businesses and organizations in the community.</li><li>● Ensure that the programs are well documented, easily accessible, and well communicated to internal stakeholders.</li><li>● Collaborate with the internal departments to successfully implement programs.</li><li>● Develop an annual catalog program that aligns with school priorities and maximizes impact on learning.</li><li>● Coordinate the day-to-day operations of the programs.</li></ul> <p><b>Supporting Responsibilities:</b></p> <ul style="list-style-type: none"><li>● Support the development and implementation of the school strategic plan.</li><li>● Support the development and attainment of annual objectives and key results.</li></ul>
--------------------------	---

<b>Collaboration:</b>	<ul style="list-style-type: none"> <li>● Collaborate with the Curriculum team to ensure program alignment with core programs.</li> <li>● Collaborate with the academic leadership team, including divisional administrators, to ensure programs meet needs and interests of students.</li> <li>● Collaborate with teachers who provide service programs to CPL.</li> <li>● Collaborate with external providers to implement programs.</li> <li>● Collaborate with operations departments to implement programs and carry out day to day operations.</li> </ul>
-----------------------	--

<b>Qualifications</b>	<p><b>Minimum Professional Qualifications:</b></p> <ul style="list-style-type: none"> <li>● Bachelor's Degree</li> <li>● Five years of administrative experience</li> <li>● Proficient English language skills both written and oral</li> </ul> <p><b>Preferred Professional Qualifications:</b></p> <ul style="list-style-type: none"> <li>● Demonstrated experience with the successful leadership and implementation of school-wide initiatives.</li> <li>● Demonstrated experience with successful leadership and implementation of operational procedures.</li> </ul>
-----------------------	--