



Extended Day Coordinator

ABOUT AIM HIGH

At Aim High, students unlock their limitless potential by participating in a multi-year summer joyful, enrichment program that empowers middle school students navigating systemic barriers, igniting their love of learning and yielding real results—97% of Aim High alumni graduate high school and go on to college. Grounded in the Aim High CORE Values (Community, Opportunity, Respect, and High Expectations), every student feels seen and supported. Aim High gives students the confidence to succeed in high school and beyond. Aim High also fosters a supportive professional community where educators - from aspiring to experienced - grow personally and professionally. For more about Aim High, please visit www.aimhigh.org.

Aim High Aspiring Teacher Program

We are committed to supporting aspiring educators and have created a teacher training lab that will offer hands-on teaching experience, professional development, and instructional coaching. We believe in supporting committed individuals who want to further develop professional skills to be an educational leader in social and racial justice. We offer a team teaching model for preservice educators to be mentored throughout their teaching experience at Aim High.

Position Summary

The Extended Day Coordinator supports the planning, coordination, and daily operations of expanded day programming during the summer program. This role ensures a safe, engaging, and well-organized experience for students during and after core summer instructional hours. The Coordinator works closely with site leadership, instructors, and support staff to deliver high-quality enrichment, recreation, and supervision.

This is a six-week position: one week of faculty training and five weeks of supporting the expanded day program throughout the five week summer program with students. All Aim High summer staff also have the opportunity to participate in online training before the start of the summer program.

Duties and Responsibilities

- Participate in professional development and develop a deeper understanding of the practice of culturally responsive pedagogies, developing project-based lessons, and creating a safe-learning environment grounded on restorative practices.
- Plan, organize, and oversee daily extended day programming after core summer hours. Serve as a point of contact during extended day hours.
- Ensure smooth daily operations, including classroom/activity setup, computer set up, classroom/activity cleanup, attendance tracking, snack distribution, and transitions.
- Communicate effectively with families as needed regarding schedules, expectations, or concerns.
- Support with extended day classroom environment: lesson material and activity

- setup, leading team builders and small group instruction as is appropriate.
- Support morning academic classes, if needed.
- Participate in weekly check-ins with Site Directors and VP of Teaching and Learning.

Qualifications

You will be successful in this position if you possess:

- A deep commitment to Aim High's Mission, Vision, Purpose, and CORE Values
- An interest in the field of education and are committed to further developing professional skills to be an educational leader in social and racial justice
- A growth mindset, willingness to give and receive feedback

You will be successful in this position if you are:

- A current college student or recent college graduate
- A team player, reliable, creative problem-solver and have excellent interpersonal skills
- Skilled at establishing and maintaining positive working relationships with others
- Responsible and demonstrate a commitment to social and racial justice, anti-racism, and equity in education
- Culturally competent and have an awareness and understanding of the communities being served
- Proficient in Microsoft Office Suite, Google Workspace, and basic knowledge of classroom technology

Bonus Points if you:

- Have dual language abilities (English-Spanish, English-Chinese, etc.)
- Are an Aim High alumni

Job Details

- Reports to: Site Directors
- Location: Aim High has 14 sites across the Bay Area in San Francisco, Oakland, San Rafael, San Pablo, Richmond, Napa, Novato, San Jose, and Tahoe/Truckee
- Classification: Non-exempt from overtime; paid hourly
- Pay ranges from \$20.25 to \$27.00 per hour depending on experience
 - Compensation for this position will be determined following the ranges listed below with additional compensation beyond the beginning of the range for employees who (1) have language abilities that would proficiently facilitate conversations in languages other than English as needed by the school site, (2) are at a junior or senior level in college and/or has youth development work experience, and/or (3) have previously served in an Aim High Specialist role:
 - Employees in their first year as an Aim High Expanded Day Coordinator will earn \$20.25 - \$22.00 per hour
- This is a temporary, full time position for the six weeks of the summer program
 - June 8 - July 17 (Lake Merritt, Fruitvale, East Oakland, Napa, North Beach/Chinatown, Bayview/Portola, San Jose)
 - June 15 - July 24 (San Pablo, Richmond, San Rafael, Ingleside, Mission, Novato)

- June 22 - July 31 (Tahoe/Truckee only)
- This position is expected to work from Monday to Friday, 10am to 5:30pm and up to two family evening events
- Unpaid Holidays: Aim High's summer program will be closed on Friday, June 19th and Friday, July 3rd

Apply Now: www.aimhigh.org/teach/

At Aim High, we recognize that striving to be a truly anti-racist, diverse, equitable, and inclusive (A.D.E.I.) organization requires deep and long-term commitment. We know that we will make mistakes, and we are dedicated to learning from them. We ask our broader Aim High team – including staff, educators, board members, and supporters – to encourage, challenge, and join us in living out our commitment to A.D.E.I.

Aim High is an equal opportunity employer. Aim High seeks diversity in its community and affords equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.