



## **JOB DESCRIPTION - FRENCH AFTER-SCHOOL EDUCATION PROGRAM MANAGER**

*This is a part-time position - average 15 hours per week - hybrid (week at home, Saturday 8am-1pm onsite Seattle)*

### **POSITION SUMMARY/OVERVIEW:**

The After-School Education Program Manager oversees the overall operation of the after-school program, ensuring smooth daily operations, effective family engagement, staff management, and continuous classroom monitoring. Responsibilities include maintaining the daily schedule, tracking student attendance, and providing general program support. The manager also plays a key role in developing and implementing culture-building events and programs. Reporting to the Executive Director (ED), the Manager is responsible for achieving Education Française Greater Seattle's (EFGS) educational goals and executing strategic initiatives in collaboration with the ED and the Board of Administration.

### **MISSION:**

EFGS (Éducation Française Greater Seattle) is a nonprofit after-school program dedicated to teaching French to children with a French-speaking background (Français Langue Maternelle - FLAM) in the Pacific Northwest who are not schooled in French. We welcome students aged 3.5 to 17 years, fostering language skills and cultural connections. Our mission is to provide the French speaking community in the Pacific Northwest with a high-quality French language program that celebrates and supports multicultural students on their educational journey.

### **PRIMARY DUTIES AND ACCOUNTABILITIES:**

#### **Educational Program Implementation**

- Keep curricula and teaching materials updated, ensuring alignment with the organization's mission and goals.
- Continuously assess and improve programs using relevant performance metrics.
- Maintain and update educational resources, including books, folders, and software.
- Organize and oversee DELF exams for students (DELF accreditation required).
- Coordinate FLAM projects with Teachers.
- Develop the school calendar, ensuring the required number of instructional hours under ED's approval.
- Plan and coordinate educational events, such as Francophonie celebrations and holiday gatherings.
- Oversee student placement, conduct evaluations, and adjust class levels to support optimal learning.

#### **Program Development & Growth**

- Expand EFGS offerings with new educational programs.
- Implement strategies to boost enrollment.
- Represent EFGS at community and FLAM federation events, attend FLAM meetings (up to 2h/month)

#### **Class Management**

- Ensure the smooth operation of both in-person and online classes.
- Evaluate new students' level
- Assign each student to class during the enrollment.
- Arrange substitute teachers as needed and provide classroom coverage when necessary.

#### **Human Resources Management**

- Recruit, supervise, and evaluate teachers/coordinators, consultants, and staff (assistants and volunteers).

- Evaluate Teacher performance.
- Organize Back-to-School training for teachers and maintain a substitute teacher list.
- Implement staff development programs to enhance instructional quality.
- Foster a positive work environment to attract and retain top talent.

## **Operations & Compliance**

- Ensure adherence to laws and regulations for onsite and online classes.
- Maintain classroom procedures and internal policies.
- Coordinate with Admin and Logistics Manager the inventory management for classroom materials and supplies.

## **QUALIFICATIONS:**

### **Education & Certification:**

- Bachelor's or Master's degree in Education, Educational Leadership
- DELF accreditation (as required in the job description).

### **Experience:**

- Minimum 3–5 years of experience in educational program management, curriculum development, or a similar leadership role.
- Experience working with French language education programs, preferably in a FLAM (Français Langue Maternelle) setting.
- Experience managing teachers, consultants, or volunteers.
- Experience with event planning (educational events, open houses, community meetings).

### **Skills & Competencies:**

- Fluency in French and English (both written and spoken).
- Strong knowledge of French educational systems, curricula, and DELF exams.
- Excellent organizational and leadership skills.
- Ability to hire, supervise, and evaluate teaching staff.
- Proficiency in educational technology and online learning tools.
- Strong communication and public relations skills to engage with parents, teachers, and stakeholders.
- Ability to adapt to changing educational needs and innovate.

### **Other Requirements:**

- Ability to work on-site every Saturday morning during classes (location Seattle, Capitol Hill).
- Authorization to work in the U.S. if not a citizen or permanent resident.

## **COMPENSATION AND BENEFITS:**

Compensation is based upon experience. This position is an average of 15h per week (depending on the season of the year, and includes 5h on Saturdays (8am to 1pm). The salary range is \$23,000 DOE, plus up to 10% annual bonus based on results. Benefits include PTO (2 weeks in July or August, 1 week in December) available after the first 3 months (trial period), free educational trainings, and parking included for Saturdays. In class is needed, we also offer the possibility to teach online in addition (hourly rate \$40, 3h a week for 28 weeks). Other benefits include working with an outstanding team and community.

## **HOW TO APPLY:**

To apply visit <https://efgseattle.org/hiring/> or send application [here](#). You can also email us at [info@efgseattle.org](mailto:info@efgseattle.org).

