

## Education Coordinator

**REPORTS TO:** Directly to Center Lead Coordinator. Under general supervision of Learning Centers Director and Assistant Directors.

**POSITION SUMMARY:** Assists in the creation and maintenance of a Learning Center site for youth and adults. Facilitates basic reading, math, and language arts skills and provides academic instruction during center hours.

### **ESSENTIAL FUNCTIONS**

1. Develops curriculum in conjunction with other Education Coordinator(s), the center Lead Coordinator, and the Learning Centers Directors.
2. Provides remedial, basic, and enrichment group instruction and tutoring to youth using computers and other resources.
3. Ensures that the Learning Center functions smoothly and reliably.
4. Ensures the safety and security of personnel and computer equipment.
5. Assists in record keeping of attendance, activities, and participation.
6. Conducts routine assessments of Learning Center participants.

### **RELATED DUTIES AND ABILITIES**

1. Acts as communication liaison with schools, parents, and volunteers.
2. Recommends any needed changes in curriculum, equipment, and educational software.
3. Assists the Center Lead Coordinator as required.
4. Attends and participates in meetings as required.
5. Provides support to students in improving reading skills a function of the Literacy Program.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

1. Basic knowledge of computers and peripheral equipment.
2. At least 2 years experience with basic software, i.e. word processing, spreadsheets, databases, and graphics.
3. Experience in and interest in working with diverse populations of children and adults in a learning environment.
4. Ability to manage Learning Center in Lead Coordinator's absence.

### **EDUCATION AND EXPERIENCE**

1. Graduation from an accredited college or university with a degree in Education or related discipline.
2. Computer proficiency is desirable.
3. A minimum of two years of teaching experience is desirable.

4. Any equivalent combination of education and experience will be considered.

#### **SPECIAL REQUIREMENTS**

1. Must be bondable
2. Possession of a valid Connecticut motor vehicle operator's license is preferred.