

Holy Family Institute

Journey of Hope Program

Assistant Educational Coordinator

Reports to: Educational Coordinator - Journey of Hope

Hours: Full-time, exempt position with need for flexibility in hours. Hours are mostly regular (8am-5pm) but on occasion it is necessary to come in outside of this and to fulfill on-call rotation.

General Statement: The Assistant Educational Coordinator will assure the overall day-to-day running of JOH educational services. This person will work closely with teachers in the development and implementation of curriculum, as well as general classroom instruction and management. Other responsibilities may include: handling any necessary schedule adjustments, maintenance requests, requisitions of classroom supplies and snacks for children. They will conduct and/or assure the completion of educational assessments within strict time frames. They will assure timely uploads of educational weekly reports to the UC Portal. They will complete significant incident reports for incidents taking place in the school. They will compile information for Sponsors pertaining to school registration process.

They shall utilize team approach to the care of children to ensure coordination of services and actively collaborates with residential staff, case management & clinical team, medical coordinator, and school staff. Final approval for hire of this position will be done by the Project Officer of the Office of Refugee and Resettlement.

Responsibilities:

- Provides assistance and direction for teachers regarding curriculum, instruction and classroom management
- Oversees delegation of responsibilities to Youth Care Workers who help in the classroom.
- Oversees the accurate and meaningful record keeping and maintains organization of student progress reports.
- Evaluates the implementation and appropriate use of learning materials to ensure alignment of instructional goals.
- Has adequate knowledge of individual students and uses this knowledge to direct and guide teachers with creation of individualized learning plans for students with particular needs.
- Ongoing, informal observation of teaching staff by spending time in the classroom.
- Monitors evaluation of student progress.
- Meets regularly with teachers and provides specific and timely feedback to the teachers.
- Supports teachers in providing clear expectations for student achievement with value placed on the quality of student work.
- Supports teachers in providing a safe and adequate physical space for learning and requests maintenance repairs when necessary.
- Maintains compliance with program and institute requirements for maintaining accurate records, communicating with Office of Refugee Resettlement, and sponsors/parents/school if necessary.
- Completes Significant Incident Reports and Incident Reports accurately and according to protocol (within 4 hours of incident, signed, and dated, etc.)

- Uploads weekly progress reports onto UC portal and files originals in master files with the Program Assistant.
- Maintains a safe and orderly school environment and follows appropriate safety measures, submitting maintenance requests as necessary.
- Makes any necessary adjustments to school schedule due to any unforeseen circumstances.
- Maintains communication with case managers, cottage staff, clinicians, other staff etc. and acts as a liaison between the teachers and other staff members.
- Attends weekly meetings.
- Exhibits a good working relationship with fellow staff and works as a team member.
- Adheres to program and institutes procedures and regulations related to attendance, punctuality, etc.
- Assists in administration of educational assessment of new UCs in program and has all information entered onto the UC portal within 72 hours of UCs arrival to campus.
- Ensures that teachers have developed appropriate lesson plans and materials prior to the start of the week.
- Collaborates with teachers to develop acculturation activities and field trips.
- Orders supplies for the school and maintains a consistent inventory of supplies and educational materials.
- Responds to supervisor requests in a timely manner and communicates with supervisor regularly.
- Takes initiative and keeps lines of communication open.
- Writes discharge summaries that accurately demonstrate what students have worked on while at Journey of Hope.
- Writes educational component of ORR quarterly report.
- Adheres to Human resources law, HIPAA, CPSL, ORR regulations and maintains confidentiality and discretion.

Requirements: Assistant Educational Coordinator shall have a Bachelor's Degree in education, Master's preferred. PA teacher certification preferred. A minimum of 2-5 years in education or human service field. Experience developing and implementing curriculum desirable. Training to meet the special needs of unaccompanied children. Supervisory experience and conflict management skills are preferred. Must have Act 33, 34 and FBI Clearances. Candidate must have excellent communication skills in English (read, write, and speak) and bilingual English/Spanish required. EOE