



Education Specialist – Hire Expectations

Location:
Lawrenceville, NJ

Position Type/Classification:
Full-Time / Exempt

Reporting To:
Hire Expectations Program Manager

Compensation/Salary Range:
\$55,000 – 58,000

Organization Overview

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate, affordable housing. We help families experiencing homelessness advocate for themselves individually and collectively.

Job Summary/Objective

At HomeFront, we believe that with the right tools, every family can succeed. As part of the Hire Expectations team, the Education Specialist plays a crucial role in helping adult learners achieve their educational goals, whether earning a High School Equivalency (HSE) diploma or improving English language skills.

Working closely with volunteer tutors, staff, and community partners, the Education Specialist develops individualized education plans, provides direct instruction, and ensures students are prepared for and have access to appropriate testing. This role also helps coordinate additional academic support and connects students with essential wraparound services, including housing, childcare, health, and mental health support.

Through data tracking, consistent case notes, and collaboration with partner agencies, the Education Specialist ensures accountability and continuous improvement, helping students access the tools they need to succeed and thrive.

Essential Job Functions and Responsibilities

- Orient students to the program, including introducing available educational resources and continuing educational opportunities
- Perform preliminary academic learning assessment and program orientation
- Track and compile data on students' instructional hours, attendance, and overall progress
- Develop an individualized learning plan for each student
- Apply a variety of teaching methods to meet students' individual needs and learning styles

- Coordinate with referral sources to address student barriers
- Assist students with HSE exam registration and act as Chief Examiner for the GED® Pearson Vue Testing Center
- Deliver a leveled High School Equivalency Curriculum aligned with the College and Career Readiness Standards (CCRS)
- Coordinate and schedule volunteer tutors to meet student needs
- Designate, coordinate, and oversee HSE instruction with tutors
- Monitor students' progress for HSE test readiness
- Engage with students through digital learning resources, as well as in-person instruction
- Generate and supply appropriate study material to support learning needs
- Collaborate with community partners, including referral sources, to ensure students' needs are met and provide updates on progress, as appropriate
- Support the Hire Expectations team in meeting the needs of both program participants and overall program goals
- Develop and maintain collaborative relationships with HomeFront colleagues to ensure a holistic delivery of services to meet all participants' needs
- Enter and maintain accurate and timely client data, individualized education plan, and notes in case management software (Apricot) and student files
- Ensure and protect agency, employee and participant confidentiality and enforce program guidelines and safety regulations and other duties as assigned

Required Experience and Education

- BA in Education or related field
- Experience teaching adult learners with middle/high school material
- Two years of teaching experience
- Proficient with Microsoft Office Suite products

Preferred Experience and Education

- Knowledge of State, Trenton, and Mercer County Agencies, surrounding county businesses, organizations, and demographics
- Thorough understanding of High School Equivalency curriculum and testing
- Understanding and ability to implement a variety of effective teaching methods for adult learners, including learners with learning differences (ADHD, Dyslexia, Etc.).
- Bilingual in Spanish
- Teaching certification

Physical Demands

- This position is in an office setting, ability to sit for long periods of time, utilize office equipment, lift files, and move freely are needed.

Schedule

- This is primarily a daytime role, but flexible scheduling may be required based on program needs.

Travel

- Some local travel may include accompanying or driving clients to events

Disclaimer

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.

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