

Education Coordinator

Full-Time

Reports to Hire Expectations Director

Salary/ 32-40 hours

One of HomeFront's core beliefs is that with the right tools, all families can succeed. In partnership with well-trained instructors, dedicated volunteers, community partners, and administrative staff, Hire Expectations offers multi-faceted instruction and support for long-term success. The program offers formal educational programs including on-site preparation and testing to acquire high school equivalency diplomas. Once a diploma is in hand, Hire Expectations helps in resume preparation, coaching clients for success at job interviews, and connects the job-seeker with potential employers. HomeFront is a WorkFirst New Jersey site that offers educational instruction, practical work experience, job training, and career preparation.

Essential Job Functions:

- Orient students to program including introducing available educational resources and continuing educational opportunities
- Perform preliminary screening for learning needs
- Develop learning plan for each student
- Apply a variety of teaching methods to meet student's needs
- Refer students to resources, testing, internal and external programs
- Assist clients with HSE (TASC) registration
- Refer clients to Case Managers for HSE vouchers
- Deliver High School Equivalent Curriculum
- Designate and oversee parts of HSE instruction with tutors
- Administer practice HSE to screen for testing readiness
- Monitor students' progress for test readiness
- Coordinate volunteer tutors to meet student needs
- Provide students with free online learning resources
- Support students during job fairs and recruiting events
- Generate and supply appropriate study material to support learning needs
- Collaborate with planning of all program events
- Deliver Trauma Informed Approach
- Assist with TABE/CASAS pre- and post-test preparation

Skills

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- De-escalation skill
- Thorough understanding High School Equivalent Test
- Understanding and ability to implement a variety of effective teaching methods

- Excellent organizational skills and attention to detail
- Proficient with Microsoft Office Suite or related software

Competencies:

- Trauma Informed Approach
- Patience
- Creativity
- Collaboration
- Independent Thinker

- Time Management
- Planning

Requirements:

- BA in Education or related field
- Five years of teaching experience
- Teaching certification a plus
- Proficient with Microsoft Office Suite or related software

Physical Demands:

- Employee is required to sit; stand and walk; climb or balance; stoop and kneel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Close vision, distance vision, depth perception and ability to adjust focus
- May be exposed to prevalent weather

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed as needed.

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.