

## **Education Coordinator**

**Full-Time**

## **Reports to Hire Expectations Director**

**Salary/ 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 TASC/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.*

---

*Employee Signature*

---

*Date*

---

*Print Employee Name*