



## **Education Coordinator – Hire Expectations**

**Location:**  
Lawrenceville, NJ

**Position Type/Classification:**  
Full-Time / Exempt

**Reporting To:**  
Director of Hire Expectations

**Compensation/Salary Range:**  
\$50,000 - \$55,000

### **Organization Overview**

Since its inception 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, families came to us over 50,000 times for shelter, food and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

One of HomeFront's core beliefs is that with the right tools, all families can succeed. HomeFront's Hire Expectations program is designed to equip families with those tools, including career counseling and job certifications, life skills, assistance obtaining a High School diploma, and English as a Second Language (ESL) education. With a team of dedicated employment counselors, job developers, and educators, the Hire Expectations team is committed to ensuring that each family who walks through the doors will reach their dream and achieve self-sufficiency.

### **Job Summary/Objective**

In partnership with dedicated volunteers, community partners, and administrative staff, Hire Expectations offers multi-faceted instruction and support for long-term success. The Education Coordinator will work with students to reach their goals of securing their High School Equivalency (HSE) diploma, become ESL proficient, or other educational goals. The Education Coordinator will develop an individualized plan with each student to reach their goals, provide direct instruction, and access to testing. They will also coordinate with volunteer tutors for additional instructional hours in all areas of the HSE and ESL, as well as ensuring that our students have access to all other services that HomeFront has to offer, including basic needs, housing assistance, access to childcare, health and mental health services, and more.

In addition to HSE and ESL programming, Hire Expectations offers resume preparation, coaching for clients for success at job interviews, and connections 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 academic learning assessment and program orientation
- Track and compile data on students' instructional hours, attendance, and overall progress.
- Develop 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
- Assists clients with HSE exam registration and proctor GED® test sections.
- Deliver a leveled High School Equivalency Curriculum aligned with the College and Career Readiness Standards (CCRS)
- Designate, coordinate, and oversee HSE instruction with tutors
- Monitor students' progress for HSE test readiness
- Coordinate, and schedule volunteer tutors to meet student needs
- Engage with students through digital learning resources, as well as in-person instruction
- Collaborate with planning of Hire Expectation program events
- Generate and supply appropriate study material to support learning needs
- Act as Chief Examiner for the GED® Pearson Vue Testing Center
- Communicate with representatives at the NJ Department of Education and Pearson Vue Testing Center concerning updates and student progress.

### **Required Experience and Education**

- BA in Education or related field
- Experience teaching in Middle School/ High School Level
- Five years of teaching experience
- 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.).

### **Preferred Experience and Education**

- Teaching certification a plus
- Proficient with Microsoft Office Suite or related software
- Experience Teaching ESL
- Bilingual (Spanish)
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- De-escalation skills

### **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

### **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.*