



Position Description

Position Title:	Education Liaison
Department:	Youth Programs
Reports To:	Program Director
Mission:	The Education Liaison will be responsible for contributing toward the academic achievement of Urban Restoration Enhancement Corporation's (UREC) youth program participants by managing the academic component of programming to meet Louisiana Department of Education 21 st Century Community Learning Center goals. A background check and drug screening will be required.

Job Summary:

The Education Liaison is instrumental in facilitating the linkage between the school day staff, principal and the after school staff. S/he provides overall leadership and expertise to inform, build, coordinate, and oversee the academic, enrichment, and family engagement components of UREC's after school programming. Based on student assessment results and related data, ensure that the appropriate curriculum and instructional approach is being utilized to meet the needs of the students. S/he is responsible for providing support, technical assistance and coaching on the academic and enrichment components of programming for afterschool staff. This may include providing consultation related to instructional strategies, classroom management, homework assistance, age/grade appropriate learning activities, and changes in student academic performance. **This position is contingent upon funding.**

Responsibilities:

The Education Liaison will:

- Meet regularly with the Site Coordinator to coordinate and support implementation of academic, enrichment, and family engagement activities.
- Act as designated communication liaison between school day and after school staff, representing the interests and initiatives of the after-school program to school day teachers and vice versa.

Key activities and strategies the Education Liaison provides will include:

- Using student level data to inform planning and implementation of the after school academic and enrichment components. Utilizing student level data to identify students in need of extra support, group students, select curriculum, design program elements and/or structure appropriate homework help, tutoring, and enrichment systems
- Assisting in facilitating referrals of students to the after-school program
- Assisting in establishing outcome measures for the academic component of the after-school curriculum
- Reviewing the after school academic and enrichment components in conjunction with the Site Coordinator and Principal on a regular basis and providing information and recommendations for high quality activities, instructional strategies, curricula, field trips, and family engagement events that complement school day learning objectives

Urban Restoration Enhancement Corporation (UREC) is a non-profit community development organization committed to "Building Today's Community for Tomorrow."

- Regularly observing after school instruction and providing coaching and feedback to program staff
- Training and coaching for after school staff members to strengthen their role in supporting quality instructional practices and academic achievement
- In conjunction with the Site Coordinator, contributing to the academic/enrichment portion of meetings with the after-school instructors
- In conjunction with the Site Coordinator, representing the after-school program to school day teachers and staff
- Assisting in facilitating discussions with school day staff regarding participants in the after-school program
- Submitting all required documentation on a timely basis, including planning and reports
- Participating in related meetings, workshops, and activities and complying with all UREC regulations, policies, and grant guidelines
- Other duties as necessary for the safe, effective, successful operation of the afterschool program

Minimum Experience, Education, Licensure, Knowledge, Skills and Abilities:

- Bachelor's degree in Education or related field and 2-4 years work experience required; master's degree and experience teaching in afterschool programs preferred
- Experience teaching academic and/or enrichment content to youth required; experience as a former or retired teacher preferred
- Demonstrated knowledge of state standards activities and curriculum
- Demonstrated leadership experience at school site
- Good administrative and supervisory skills
- Strong communication (oral/written), presentation, organization and collaboration skills
- Experience implementing system-wide strategies

Physical Demands & Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

While performing the duties of this job, the employee is exposed to school and office environment including occasional exposure to elements such as odor, noise, dust, heat, cold or chemicals. The noise level in the work environment is usually moderate.

Compensation:

\$20.00/hour

Time Commitment:

Mondays – Fridays, 30 hours per week; afterschool hours required