



Position: Education Coordinator/HSE Teacher

Department: Youth Development Division

Reports to: Program Director

Location: Seth Low Community Center-137 Belmont Ave, Brooklyn, NY 11213

Program: Youth Stand United

Hours: Full Time (Mon, Wed, Fri 9am-5pm Tues, Thurs 12pm-8pm)

Salary: \$38,745

ABOUT YOUTH STAND UNITED

Youth Stand United (YSU) Employment and Education Program [Brownsville] helps young people (16-21) with severe emotional challenges and who have experienced trauma gain their high school equivalency degree, prepare for a career and heal.

The Education Coordinator will be a part of the YSU program that works closely with participants from the Brownsville community, Seth Low Cornerstone and BCS staff to provide young people with guidance, knowledge and hands-on, opportunistic and relevant work-readiness skills to prepare for the HSE and beyond.

Youth Stand United is a pathway for young people to get on track with obtaining their education and pursuing meaningful employment. We offer an opportunity to gain a high school equivalency degree by passing the Test Assessing Secondary Completion (TASC), career guidance, job training, and counseling services.

The goal of Youth Stand United is to annually assist 88 youth to move towards independence by improving their academic and employment status through pursuing TASC diplomas and obtaining competitive employment and addressing mental health challenges. The program encourages family and caretaker participation. Program services include academic enhancement through class work, tutoring, creative arts and cultural activities, internship experiences, job placements, mentoring and job follow up services.

Responsibilities:

- Increase the competencies of participants and prepare them for the workforce by developing and facilitating a project-based Learning curriculum and activities for participants between the ages of 16-21.
- Lead and instruct a class of participants to help attain her/his GED and programmatic goals
- The Educational Coordinator is responsible for the coordination of all education related services and opportunities.
- The Educational Coordinator assesses each youth's individual educational needs and is responsible for administering academic aptitude tests, and the coordination of transition plans and IEP's.
- The Educational Coordinator will assist in the enrollment process by conducting monthly placement testing, and provide initial academic assessments for all youth who enter the YSU program.

EQUAL OPPORTUNITY EMPLOYER

- The Educational Coordinator refers youth to ACCESS-VR and arranges for youth to take the TASC (GED) exam at official TASC Test Centers approved by the New York State Education Department.
- The Educational Coordinator will provide instruction for students placed in both the Basic Education and Pre-TASC Group, ensuring that students develop academic skills through the implementation of a curriculum that enhances foundational skills using different learning styles
- The Educational Coordinator will teach the basic fundamentals of reading, writing and math and will ensure that pre and post tests are administered to determine student's readiness to take TASC exam. And will provide input into whether or not the participant advances to the next level.
- The Educational Coordinator reports to the Program Director and will work as a team member with the vocational, clinical and management staff and will support all recruitment, enrollment, retention and referral efforts.
- The Educational Coordinator will build and maintain relationships with testing sites to ensure YSU has testing slots consistently.

Minimum Qualifications:

- Minimum of a Bachelor's Degree in a related field with at least 2 years of experience providing education related services to young adults.
- Ability to teach a range of academic levels in a collaborative, community setting.
- Excellent oral and written communication skills as well as excellent judgement and sensitivity to the needs of participants.
- Strong background in youth development and an assets-driven perspective on how to work with dis-connected youth.
- Proficient in basic computer applications (Outlook, Word, Power Point).
- Strong interpersonal, oral and written communication skills.
- Demonstrated organizational skills required; proven problem solving and interpersonal skills; proven ability to work with multiple deadlines and multiple priorities.
- Must be flexible, enjoy working with at-risk young adults and have strong initiative to work in a team.
- Flexibility to work morning, afternoon or evening hours

Contact:

Email Resume and Cover Letter to:

Tremaine Richards, Program Director (YSU)

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Khemene Pantin, Youth Division Director

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