



Job Description

Position: Educational Coordinator
Department: Division of Youth Development
Reports to: Program Director
Hours: Full Time (Mon, Wed, Fri 9am-5pm Tues, Thurs 12pm-8pm)

Position Summary: Founded in 1866, Brooklyn Community Services (BCS) empowers children and families to reach their full potential, strengthen families, and foster self-sufficiency in adults. With programs in 25 locations, BCS serves more than 12,000 individuals a year.

Youth Stand United: Employment and Education Program aims to assist youth (16 to 21) with serious emotional disturbances in making a successful transition to adulthood. Services are designed to strengthen families and help youth to develop competencies and skills that promote economic self-sufficiency, self-reliance and personal growth, and include work training and clinical support services.

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 (HSE) 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:

- Must have HSE/TASC teaching experience
- Must be proficient to teach Math, Science, Social Studies, Reading and Writing
- Responsible for the coordination of all education related services and opportunities.
- Assess each youth's individual educational needs and is responsible for administering academic aptitude tests, and the coordination of transition plans and IEP's.
- Assist in the enrollment process by conducting monthly placement testing, and provide initial academic assessments for all youth who enter the YSU program.
- Refer 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.

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- Responsible for assisting youth with college preparation, referrals and resources for post-secondary educational opportunities.
- 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.
- Teach the basic fundamentals of reading, writing and math
- 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.
- Provide counseling when necessary and serve as a positive mentor to students.
- 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.
- Build and maintain relationships with testing sites to ensure YSU has testing slots consistently.
- Other tasks as may be required.

Qualifications Required:

- Minimum of a Bachelor's Degree in Education with training or certification in Mental Health counseling / Psychology / Social work or a related field.
- Minimum of 2 years' experience providing Special Education services to young adults with mental or emotional trauma.
- Must have experience administering the TABE locator 11 & 12 test.
- Ability to teach a range of academic levels in a collaborative, community setting.
- Must be highly organized and fully capable to create detailed weekly lesson plans.
- Excellent verbal and written communication skills as well as excellent judgement and sensitivity to the needs of participants.
- Must be able to work the following schedule: **Mon, Wed and Fri 9am-5pm and Tues, Thurs 12pm-8pm.**
- Bilingual Spanish a plus but not required.

-All interested applicants must submit salary requirement -

How to apply:

[Click here to apply to the Educational Coordinator role](#)

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