



## Red Hook Initiative Educational Specialist **JOB DESCRIPTION**

**Position:** Education Specialist

**Reports to:** Senior Education Manager

**Supervises:** Academic Tutors

**Status/schedule:** 30 hours/week, non-exempt, 2-8pm Monday-Friday on site at RHI October 2020 through June 2021.

**Summary/Description:** The Education Specialist will work closely with middle school and high school scholars who are participants in RHI's academic programs. The Education Specialist will help participants navigate academic gaps as they work toward middle and high school graduations. This person provides individual and small group academic coaching to participants in core subjects: Mathematics, English, Social Studies, Living Environment, Global Studies and English.

This person also supervises academic space dedicated to completing homework and other academic-related school projects. This person will supervise the implementation of educational supports for students - Academic Assessments, Goal Setting and 1:1 Tutoring. The Education Specialist additionally supports participants with co-creating individualized "participant improvement plans"; co-creating lessons; and provides Regents Prep, SAT Prep, SHSAT Prep and general tutoring. The Education Specialist will serve as the 8th and 9th grade advisor responsible for supporting middle schoolers and transfer students with high school applications and transition programming.

**Responsibilities:** The responsibilities of the Education Specialist include but are not limited to the following:

- Supervise daily after-school study/homework space (HS Study Lounge/ MS HW Hour).
- Coordinate with the Senior Education Manager to provide differentiated academic support to participants according to their individual plans, in small groups and one-on-one settings.
- Provide advocacy, case management, data entry and administration for educational programming.
- Analyze student report cards to develop improvement/goal setting plans twice annually.
- Develop support processes for students with IEPs.
- Refer students for evaluations; participate in parent meetings around renewals and support families with connections to services.
- Supervise group academic assistance sessions while creating a fun, interactive, and youth-focused learning environment.
- Track student progress and provide consistent documentation/progress notes about observed student needs to enter relevant information into RHI's databases as needed.
- Develop interactive lessons that will assist students to develop academic techniques: study skills, organization skills, time management skills.
- Provide 1:1 tutoring and support to middle and high school students

- Act as the lead on 8th/9th Grade/transition and SHSAT Prep
- Provide Regents support in Global Studies, ELA, Mathematics, Living Environment, etc.
- Attend staff meetings and planning meetings as needed.
- Supervise High School Youth Council and “Future Friday” Programming

### **Supervision**

- Lead Advisor on the Education Team, responsible for supervising direct line staff, during program hours.
- Supervise Education Team staff: Academic Advisors to ensure that student’ academic goals are met
- Support Academic Advisor & youth workers to build their understanding of IEPs and support processes.
- Support with the coordination with and prepare for volunteers to work with students in an academic capacity (volunteer tutors, etc.), as needed.
- Plan and lead 1:1 meetings with staff weekly
- Participate in High School team meetings, case conferences and work with the teams as needed to reach overall RHI goals.
- Support with maintaining data entry on Salesforce; assessments, advocacy, college support, attendance, etc.

### **Skills, Knowledge and Abilities:**

- Excited about community-based youth development work & ability to work individually and as part of a team.
- Experience working in an academic support capacity with confidence in core subjects: Mathematics, English, Social Studies, Living Environment, Global Studies and English.
- Strong communication skills, both written and verbal.
- Proven ability to serve as a role model in an after-school setting.
- Ability to create and implement an educational plan.
- Ability to connect with people, provide needed support, demonstrate patience and maintain a positive attitude.

### **Education and Qualifications:**

- High School Diploma or equivalent
- Bachelor’s Degree Preferred or Pursuing BA Degree
- Experience tutoring for NYS regents preferred: Global Studies, ELA, Mathematics, etc.
- Case management experience (at least 1 year), preferred.
- Knowledge of NYC Public School Curricula and Common Core standards.
- Preferred at least 2-years’ experience and knowledge of the New York City public education system, including special education, IEPs, and local and citywide educational resources.
- Strong understanding of benchmarks for academic promotion for grades 6-12
- Computer skills; experience working with Google Office Suite and Salesforce.
- Residents of Red Hook preferred.

**To Apply: Please email a cover letter and resume to [apply@rhicenter.org](mailto:apply@rhicenter.org) with ‘Education Specialist’ in the subject line.**