JOB TITLE: Special Education and Multi-Tiered System of Supports Tutor (Education Coordinator - Level 1)

LOCATION: Pima Vocational High School

RESPONSIBLE TO: SER-Jobs for Progress Inc. (Administratively) and assigned to a designated Pima Vocational High School Manager (Operational)

HOURS: 8:00 a.m. – 5:00 p.m.

HOURLY WAGE: $20.79/hour, 40 hours per week, plus Benefits

**Duties / Responsibilities:**

- Participate as a member of an instructional team to promote learning activities consistent with the program’s mission and objectives.
- Collaborate with data specialist and administration to assist students.
- Maintain appropriate records and file required reports in a timely manner.
- Provide 1-to-1 academic tutoring for special education students in the subjects of science, English, math, and/or social studies under the direction of the Special Education teacher.
- Monitor academic interventions software and report out time-on-task and progress for students across both campuses.
- Meet with teachers to plan and evaluate interventions and academic supports.
- Provide 1-to-1 and small group academic tutoring for homeless students in the subjects of science, English, math, and/or social studies.
- Integrate social and emotional learning into academic coursework.
- Provide 1-to-1 and small group academic and/or social and emotional supports.
- Attend and participate in Multi-Tiered System of Support (MTSS) meetings.
- Attend professional development as assigned.
- Travel between two PVHS sites.

**Knowledge & Skills:**

Knowledge of:

- Employability skills required to be successful in obtaining and sustaining employment.
- Google classroom learning platform for use in remote, hybrid, and in-person applications.
- Education practices and procedures with emphasis on school-to-work strategies.
- Teaching strategies that meet the learning needs of all students
- Research-based strategies to reconnect older, out-of-school youth
- Multi-Tiered System of Support (MTSS) interventions
- Arizona school laws and rules promulgated by the Arizona State Board of Education and Arizona State Board for Charter Schools, or other applicable laws, regulations and policies.
Skill in:

- Utilizing teaching strategies proven to be effective with older, out-of-school youth and young adults.
- Working as a site team to ensure effective academic and vocational instruction.
- Communicating effectively, both orally and in writing.

Minimum Qualifications:

A Bachelor’s degree from an accredited college or university in education or a related field defined by the appointing authority at the time of recruitment.

Two years of experience working with at-risk youth.

Preferred Qualifications:

1. Classroom teaching experience with at-risk-youth, ages 16-21
2. Classroom teaching experience with Special Ed students
3. A Bachelor’s degree in education or other related subject areas.
4. Experience with and ability to relate well to youth ages 16-21.
5. Experience in a school-to-work program.

Other Requirements:

1. This position requires travel between the two campuses daily
2. Candidate must be fully vaccinated for COVID 19 and show proof of vaccination.
3. Candidate must have a current Arizona IVP Fingerprint Clearance Card issued by the Arizona Department of Public Safety required to work with minors or vulnerable adult populations.
4. Candidate must have a valid Arizona Class D driver license.
5. Failure to obtain/maintain the requirements above shall be grounds for termination.

Prior to hiring, applicant will be subject to a background check which includes criminal history and fingerprint verification.

How to apply: email a cover letter and a resume to Erik Dorame - serjobs85713@yahoo.com

Please indicate what position you are applying for on the email subject line.