

**JOB TITLE: Education Coordinator - Level 1**

**LOCATION: Las Artes Arts & Education Center or SER-Jobs for Progress**

**RESPONSIBLE TO: SER-Jobs for Progress Inc. (Administratively) and assigned to a designated Pima County Program Manager (Operational)**

**HOURS: 8:00 a.m. – 5:00 p.m.**

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

**SUMMARY:** Provides educational services for students enrolled in the County's vocational school, alternative or adult education programs as a teacher, academic skills instructor, and/or school-to-work vocational instructor. Incumbent will employ county approved curricula consistent with the mission and objectives of the applicable county education program.

**QUALIFICATIONS:** Instruction personnel must have a valid and current Arizona Teacher Certification.

**DUTIES/RESPONSIBILITIES:** Work assignments may vary depending on the department's needs and will be communicated to the Contracted staff by the Pima County or SER supervisor.

- Participates in developing teaching strategies that meet the learning styles of students as they prepare to meet State requirements for high school graduation, General Educational Development ("GED®") attainment and/or other applicable programs;
- Assess student needs, develop, implement and evaluate daily lesson plans as well as scheduled activities and materials;
- Plan and modify program instruction to meet the needs of individual students;
- Evaluate student progress achieving curricula and activity benchmarks and make necessary provisions to meet the requirements;
- Ensure students and parents are aware of the classroom evaluation methodologies;
- Participate, as a member, in an instructional team that promotes learning activities consistent with the program's mission and objectives;
- Notify administration of special needs students who display characteristics which vary from the norm;
- Collaborate with specialists to assist students;
- Continue collaborations with parents, school staff, and partners;
- Maintain required records and files and submit required reports in a timely manner;
- Ensure that Arizona Department of Education and other applicable reports and documents are prepared accurately and submitted on time;
- Research trends and innovations in the respective academic content areas and in strategies to reconnect out-of-school youth with the population, in general;
- Develop lesson plans specific to Pima County's educational objectives connecting students' learning and behavior to existing needs of the general workforce;
- Coordinate with Pima County One-Stop staff to assist students acquire additional training, education and/or employment opportunities after graduation;
- May monitor the activities of a teacher's aide or classroom volunteers and,

- Perform other duties as may be assigned by the SER Director / Program Manager

**The minimum requirements for this position are:**

At least a Bachelor Degree in Education or a related area from an accredited college or university and at least two years teaching experience. ESL teachers require proof of academic or professional training in ESL.

Accreditation may be required so that all personnel interested for these positions must be able to qualify for accreditation.

Experience in adult basic education is required for all Basic Education positions.

**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 no later than **5:00 p.m. April 1, 2022.**

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

**To: Erik Dorame – serjobs85713@yahoo.com**