JOB DESCRIPTION

Department: Department of Youth Services Education Initiative
Title: Teaching Coordinator
FLSA Status: Exempt
Reports to: Regional Education Coordinator and Assistant Regional Education Coordinator
Salary: Union Scale

Purpose:
To supervise teachers and other educational staff assigned to program and support their professional growth, while assuring compliance with programming requirements, providing complete and accurate reporting as required, and providing direct instruction to students placed in DYS residential programs.

Essential Functions:
• Assist the Regional Education Coordinator and Assistant Regional Education Coordinator with recommending for hire, supervising, and evaluating teachers and other education staff, as well as overseeing and coordinating on-site education and staff development.
• Plan for and provide daily instruction and related functions consistent with expectations of a teacher and as indicated by the supervisor.
• Coordinate educational programming activities as directed and ensure compliance of programming with DYS Education Requirements.
• Support the development and implementation of multiple pathways for learning, including, as appropriate, High School equivalency preparation (HiSET/GED), diploma, post-secondary coursework, career exploration, and vocational opportunities.
• Provide and promote a personalized and culturally responsive approach to education, including utilization of such strategies and methods as blended learning, G-Suite, student-teacher conferences, “advisories,” portfolio development, education and career planning, student voice, etc.
• Curate student learning experiences using G-Suite/Google Classroom or other online resources as directed by the supervisor.
• Provide accurate student data and other documentation required by DYS and/or CES.
• Develop/maintain positive communication with DYS, CES, CommCorp, provider staff, and all relevant DYS stakeholders.
• Carry out and facilitate positive parent/guardian-faculty communication and oversight of up to (3) program based evening “parent/teacher open houses.”
• To solicit, provide input, and facilitate as necessary professional development needs of assigned site(s).
• In conjunction with the Regional and/or Assistant Regional Education Coordinator and instructional coach, develop and meet professional growth plan goals.
• To directly supervise teachers and other educational staff assigned to program and support their professional growth.
• To complete all administrative reports and duties as indicated, including compliance to expectations for use of Aspen, JJEMS, and other online systems for supporting DYS youth.
• To participate in all relevant area meetings.

Updated August, 2020
• Provide on-site leadership and support in the implementation of effective instruction and professional practice as outlined in the Standards and Indicators of Effective Teaching, and all curricula rolled out by CES/CommCorp education initiative.
• Ensure youth develop through the EYF curriculum, are provided opportunities to work on their education and career plans, and have opportunities to prepare to self-advocate at staffing and/or discharge meetings
• Substitute as needed in coordination with the Regional Education Coordinator and/or Assistant Regional Education Coordinator.
• Support substitute protocol as indicated, including ensuring updated mini-unit and related lesson plans are readily available.
• Oversee the implementation of MCAS and other required assessments within the educational setting and ensure the level of security and confidentiality as outlined by the Department of Education, where identified.
• Administer various assessments, surveys, and evaluations to students as indicated by their supervisor
• Develop and/or support opportunities to include student voice in programming
• Assume control of emergency/crisis situations, informing appropriate sources, obtaining assistance as needed, dispatching staff as indicated and filing appropriate documentation in accordance with DYS and CES expectations.
• Comply with all policies and procedures of host agency
• Assume any additional responsibilities as directed by the Executive Director or designee.

Other Duties and Responsibilities:
• Assume any additional responsibilities as directed by the Executive Director or designee.

Required Qualifications:
• Bachelor's Degree from an accredited College or University
• Current Massachusetts secondary level teacher licensure (8-12) in one of the following core content areas aligned to teaching assignment: e.g. Math, English/Language Arts, Science, Social Studies, Reading. Additional licenses (Vocational, Moderate Disabilities) and grade levels (5-8) will be considered based on program need.
• Strong written and oral communication skills
• Valid driver's license and reliable vehicle

Preferred Qualifications:
• Masters Degree from an accredited College or University.
• Successful teaching experience with adolescents placed at-risk.

Physical Demands:
• Ability to multi-task and respond to demanding job duties with a positive mindset.
• Must be able to enter, exit, and move through and between classrooms and program locations throughout the day. At some locations this will mean moving between floors.
• Must be able to communicate and converse effectively in real time with youth and adults from multiple backgrounds and cultures.
• Must maintain situational awareness, including awareness of student activity and communication in fast-paced secure residential treatment settings.
• Requires the ability to effectively handle job stress in the performance of duties.
• Ability to curate teaching and learning through Google Classroom, Meet, and/or Zoom as well as other blended learning tools and software technologies

Work Conditions:
• Ability to handle interruptions and maintain productivity.
• Ability to work with diverse personalities.
• Skilled in working both independently and collaboratively.

Updated August, 2020
• May be subject to locked settings where the threat of verbal abuse and physical violence exists. Possible exposure to communicable diseases.
• Employees expected to follow CES Workplace Safety Standards and DYS Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards.

Terms of Employment:
• 185 days (returning teachers)/186 days (new teachers), Monday through Friday – CES/DYS School calendar.
• 8 hours per day with benefits according to CES Personnel Policies with limited evening hours
• Teachers are part of a bargaining unit represented by SEIU 509.
• Position is eligible for employer subsidized health, dental, life and LTD insurances, as well as other benefits described in the CES employee handbook.

CES is an equal opportunity employer and is particularly interested in candidates from a diverse range of cultural, ethnic, and racial backgrounds. We are especially interested in candidates whose backgrounds are well-suited to understanding and addressing the needs of the diverse student population we serve.

Updated August, 2020