FY 22 JOB DESCRIPTION

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

Purpose:
Under the direction of the supervisor, the Teaching Coordinator is the primary onsite educational leader and liaison to education and program staff on a day to day basis. In this capacity, the TC is expected to make independent, but informed, professional leadership decisions that serve to strengthen the effectiveness of education programming, cultivate a collaborative culture across the program, and result in a coordinated and efficient program operation that results in youth outcomes. The TC is also responsible for assuring compliance with programming requirements; providing complete, timely, and accurate reporting as required; productive problem solving; 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 training and staff development
- Plan for and provide daily explicit in-person 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 all education programming
- 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, portfolio development, education and career planning, student voice, etc.
- Implement instructional and assessment strategies, curriculum, and all other identified instructional materials, curriculum guides, and related resources promoted by CES and/or DYS as directed
- Use students’ education background and related information to plan, co-plan, teach, and co-teach (as appropriate), including IEP goals and objectives, 504 plans, EYF education and career goals, learning style information, education assessment packet, etc. and support teachers assigned to program to do so as well
- Demonstrate the soft skills necessary for student success, including establishing high but achievable expectations, encouraging a love for learning, listening to others, being flexible and capable of adjusting to novel situations, showing empathy, being culturally responsive, embedding and encouraging higher order thinking along with teaching foundation skills, having a positive regard for students and promoting a growth mindset
- Utilize effective classroom management skills and strategies (clear norms, rules, and procedures; proactive classroom management; effective instruction) to create a classroom climate that maximizes learning and promotes a positive mood and tone
- Curate student learning experiences using G-Suite/Google Classroom or other online resources (Edgenuity) as directed by the supervisor
- Administer state mandated tests (MCAS, GAIN, etc.) within the educational setting and ensure the level of security and confidentiality required
- Administer various assessments, surveys, and evaluations to students as indicated by their supervisor and maintain accurate and complete student records, including grades, attendance, AGR, etc. (Aspen, JJEMS, other) as directed by CES and/or DYS and in accordance with all applicable laws and regulations
- Develop/maintain positive communication with DYS, CES, 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”
- 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, including continued licensure.
- Supervise teachers and other educational staff assigned to program and support their professional growth in accordance with the Teacher Evaluation System
- 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
- Participate in all relevant area meetings
- 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/DYS 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
- Participate in identified meetings to support youth outcomes and integration
- Substitute in classrooms as needed in coordination with the Regional Education Coordinator and/or Assistant Regional Education Coordinator
- Support and/or meet 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 (GAIN, MCAS, other), 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

**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; 5-12) in one or more of the following core content areas aligned to teaching assignment: e.g. Math, English/Language Arts, Science, Social Studies, Reading.
- Additional grade levels (5-8) in the corresponding subject area is allowable for a duration of up to two years while the employee secures upper grade level certification
- Strong written and oral communication skills
- Valid driver's license and reliable vehicle or method for attending trainings or other meetings as required at locations throughout the state
- Demonstrated ability to successfully lead, coordinate and supervise staff
- Sheltered English Immersion Endorsement for core content teachers pursuant to ESE regulations
Preferred Qualifications:
- Master’s 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.
- 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:
- 185/187 days per contract Monday through Friday – CES/DYS School calendar.
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- 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.

07/01/21