



Job Title: Education Coordinator

Department: Teach One Academy & Learning Center

Reports To: Executive Director

Hours: Part Time, evening and weekend hours as needed

Position Objective:

Teach One Academy & Learning Center is a 501(c)(3) nonprofit community based, co-educational, college-preparatory day school, that prepares talented, well-qualified, and motivated college-bound students, Third through Grade 12, to pursue and realize their academic, personal, and social potential. We provide a comprehensive, caring, and creative curriculum and extracurricular program that fosters an experience of excellence for each student. Inspired students, a superior faculty, and engaged families thrive in our diverse, safe, and supportive community. We afford students the opportunity to discover their passion in life and to learn to embrace confidently and responsibly the moral and ethical challenges of being lifelong learners, teachers of others, and citizens of an increasingly complex global community.

The Education Coordinator develops, oversees, and evaluates all of Teach One Academy & Learning Center's educational programs and services including school, public, and online programs.

Essential Functions:

- Provide guidance and direction to assigned education staff; evaluates performance; assesses, and secures training opportunities and resources for staff development;
- Plans, implements, and coordinates education component to maintain program compliance with federal standards, and state laws;
- Provides counsel, assistance, and support the Director in areas of education program planning and management;
- Provide parent with relevant information and/or training regarding education activities;
- Makes routine visits to each classroom for annual observation; and attend at least one field trip annually;
- Ensure that education component adequately addresses child outcomes;
- Provide leadership to the education staff and program staff on developing, designing curricula around, and responding to child outcomes;
- Build, develops, and maintains communication system and supervisory system with site personnel that allows for regular assessment and refinement of education activities at those sites;
- Organize and participate in child screening process; scores, records and reviews results to assure appropriate application and follow-up planning;
- Reviews and refines process for developing individualized programs for children; works with teachers to develop individual plans for "at-risk" children;
- Maintains on-going relationships with public school personnel and other early childhood care educators and services;
- Provide opportunities for children and families to participate in family literacy services;
- Contribute to and participate in strategic planning, program self-assessment, community assessment, and other efforts to improve program services and agency responsiveness to families; solicits community professionals to serve on the program assessment team;

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- Evaluate teacher and other program personnel performance by doing annual formal evaluations and periodic informal evaluations.
- Coordinate and participate in IEP staffing and annual reviews and facilitates the compilation of documentation for student records.
- Participates in due process activities as needed.

Position Requirements:

- Bachelor's degree in Early Childhood Education, Child Development, or related field
- 3+ five years relevant work related experience that includes supervision or management; or any equivalent of education, training and experience which provides the necessary knowledge, skills and abilities.
- Ability to maintain a high-level of confidentiality
- Organizational and time management skills
- Strong written and verbal communication skills

Apply:

Please submit your resume, cover letter, and salary requirements to careers@teachoneacademy.org. Include Education Coordinator in the subject line. An email will be forwarded to your attention confirming the receipt of your resume.

Physical Requirements:

Must have the ability to complete all standard administrative and support tasks including but not limited to care with consumers, climbing up and down stairs, operation of computers/phones/fax/printer/copy machine, and the ability to lift boxes, furniture, and equipment up to 30 lbs.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Teach One Academy that the Agency wholly complies with the equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or veteran status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff and termination and all other terms and conditions of employment.

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