

**CONNECT, INC.**  
**JOB VACANCY NOTICE**

POSITION: Education Specialist (Part-time)  
Washington Family Center/LEARN Afterschool Program

PAY GRADE: 12

WAGE: \$16.15/hr. (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Implements the LEARN Afterschool Project at assigned location.
- Plans and coordinates lesson plans based on the given curriculums for enrollees.
- Plans daily activities to enhance and support academic and social skill development of enrollees.
- Maintains regular communication with program supervisor, appropriate staff, parents and school district personnel to ensure safe and quality care for all students.
- Maintains all appropriate program information and documentation to include attendance, individual child's records and all communication documentation.
- Assists the Project Director with recruitment/enrollment and screening of students for the Program.
- Daily oversight of mentors, student participants and activities.
- Implements evaluation tools, i.e. pre/post testing, surveys, etc. and serves on the LEARN Evaluation Team
- Assists Program Director with mentor application process, screenings, orientation and on-going training sessions.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

**QUALIFICATIONS:**

- Bachelor's Degree in Education or related field with one year's work experience related directly to the education and development of children and/or families.
- Must successfully obtain Criminal History Clearance from the Pennsylvania State Police, Child Abuse Clearance from the Pennsylvania Department of Public Welfare and Fingerprint Based FBI Clearance.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Demonstrated ability to establish and maintain effective working relationships with parents, program staff and other agency personnel.
- Ability to understand and follow supervisory direction.
- Ability to display an understanding and compassionate attitude when caring for children and communicating with parents.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#17129

EQUAL OPPORTUNITY EMPLOYER