

CONNECT, INC.
JOB VACANCY NOTICE

POSITION: Education Specialists (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 Coordinator with recruitment/enrollment and screening of students for the Projects.
- 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 Project 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:

- Bachelors Degree in Education 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#1758**

EQUAL OPPORTUNITY EMPLOYER