

## **CHILD EDUCATOR**

### **Job Summary**

The Child Educator position exists to create, deliver, manage and maintain educational support services to children of HUD (FAITH Program) participant families and their children. This position will travel to client homes, schools, tutorial programs and related agencies.

### **Job Duties and Responsibilities**

1. Assess the educational needs of each child.
2. Evaluate the needs of each child by working with the family, teachers, social workers and day care workers.
3. Create effective relationships between child, parent and school.
4. Contribute to school's Individual Education Plan (IEP), if required.
5. Follow up with truancy and disciplinary concerns.
6. Evaluate outcome measures:
  - School stability
    - The child will remain in the same school she/he is currently attending.
    - The child will promptly enroll in a new school, when necessary.
  - Education Progress
    - The child will attend school regularly.
    - The child will be placed at appropriate grade level for age and development.
    - The child will receive remedial services, as needed.
    - The child will progress academically.
  - Family involvement
    - Assess the home for learning opportunities.
    - Evaluate the parent's level of education.
    - Develop a suitable plan for the parent's engagement.
    - Instruct and assist with direct school involvement.
    - Make family aware of community functions and in-service programs that enhance educational opportunities for the household.
    - Encourage and assist with attendance at literacy activities.
7. Create education networks between home, schools and students.
8. Maintain consistent awareness of varying school districts' educational policies, objectives and rubric strategies.
9. Generate referrals to community education support programs and supplemental activities, based on identification of student needs.
10. Mentor and shadow students in school to monitor academic performance.
11. Monitor various student referral sites to assure management integrity and educational support success.
12. Track and collect data to ensure program compliance.
13. Submit all required paperwork in an accurate and timely fashion.
14. Obtain grades and other data to prepare reports and grant proposal.
15. Travel to/from various school districts and homes, using own reliable vehicle with agency mileage reimbursement.
16. Attend all staff meetings, other meetings and trainings on time and remain until concluded.

## **Requirements:**

Must have:

1. Bachelor's degree in education, child development or related field.
2. Experience working with urban youth.
3. Experience working with schools, after-school support services and agencies that offer those services.
4. Patience, compassion and kindness.
5. Community collaboration and networking skills.
6. Ability to establish and maintain excellent working relationships with children, parents, schools and provider agencies.
7. Excellent communication and organizational skills.
8. Excellent writing and proofreading skills.
9. Excellent strategic planning skills.
10. Professional work ethic.
11. Excellent computer skills in Microsoft Office Suite, email, etc.
12. Knowledge of school system and standards.
13. Knowledge of child development.
14. Knowledge of children's learning styles and needs.
15. Problem-solving skills.
16. Awareness of urban issues.
17. Familiarity with Pittsburgh and surrounding communities and agencies in those communities.
18. Creativity and initiative.
19. Valid and current PA driver's license with 3-year clean driving record---must maintain that clean driving record throughout employment.
20. Reliable vehicle that is available at all times throughout workday.
21. Current and valid vehicle insurance and submission of those financial responsibility cards to human resources, as insurance comes due.
22. Act 33 and 34 and FBI clearances or the ability to obtain them upon hire.

## **Salary Range**

Commensurate with experience, education and previous related achievements.

***Job Closes March 8, 2012***

## **To Apply**

Interested and qualified candidates may apply in confidence by submitting cover letter, resume and compensation requirements to:

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East End Cooperative Ministry  
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Pittsburgh, PA 15206

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