



## **Position Description: Education Coordinator (EC)**

The SHINE Education Coordinator (EC's) will be the focal educational advisor for their respective camp and will be responsible for guiding and supporting LEAP volunteers in their instruction and their adaptability with the curriculum and in the classroom. The EC will observe volunteer teachers in the classroom to provide support and constructive feedback; help volunteers with daily lesson preparation; lead weekly Education Training meetings with volunteers and other ECs; be responsible for daily attendance of students and volunteers; substitute classes if and when necessary; lead instruction for the teacher training and development, as well as provide other education related support as required whether creativity or classroom management.

The EC will work alongside fellow ECs to fully understand the creation of the curriculum including the teacher's guide and the students' workbooks. They will be responsible for administering and grading the diagnostic placement exams given to students, under the supervision of the Education Director, to better understand our student population and to assign them to leveled classrooms accordingly. Based on volunteer feedback and class observations, ECs will explore various ways to improve and advance the delivery of lessons so students are engaged and absorbing the material. ECs will brainstorm center-wide incentives to manage student behavior and motivation.

In addition, the EC will coordinate closely with the Project Coordinator (PC) on all matters related to the implementation of the project. The EC will serve as the intermediary between volunteers, Beit Atfal Assumoud staff (partner organization), the PCs, and LEAP's Education and Program Directors.

### **Duties and Responsibilities:**

- Administering
- Purchasing supplies with LEAP budget
- create and review lesson plans;
- manage student behavior by creating classroom-wide or center-wide incentives and rewards;
- coach LEAP volunteers;
- coordinate with administrators and LEAP Directors, and PCs;
- Support in developing a student survey at the end of the program;
- Serve as a substitute teacher if necessary;
- manage educational expenses;
- track daily attendance of volunteers and students;
- grade the diagnostic examination and determine level-placement at the beginning of the program, as well as recreational placement;



- Support volunteers in developing lesson plans for English and recreational courses;
- Hold office hours to support volunteers throughout the duration of the project
- Supervise classroom instruction of LEAP volunteers and provide feedback;
- brainstorm educational games/exercises and recreational activities for students;
- plan Friday recreational activities and games;

ECs must keep in mind that they are required to advise and lead LEAP volunteers. They should enforce program rules and remind volunteers of their responsibilities. While it is important to have a good rapport with volunteers, we expect ECs to carry themselves as leaders and to handle themselves maturely, have a clear sense of purpose and responsibility throughout the duration of the Program, and demonstrate strong leadership, training and coordinating skills.

Essentially, ECs facilitate the culture of the center and classroom, which is the space our volunteers will have the most influence on our youth, so it is of great importance that our volunteer teachers are professional, mature, and responsible to create a culture of love, support, and learning where they feel safe and valued.

***Candidates must demonstrate:***

Successful ECs must be able to lead a group while being a constructive part of a team. In doing so, the following skills are required:

- excellent written and oral communication skills
- creative learning techniques
- experience in an ESL classroom setting and creating curriculum/lesson plans for ESL students (preferred)
- motivated and inspiring individual to coach and lead LEAP volunteers
- strong organization skills and the ability to effectively communicate with various audiences
- proficiency in Microsoft Word, Excel, and PowerPoint
- strong character, poise, and maturity to effectively work with program staff and community partners, as well as volunteers
- a flexible and patient attitude
- the ability to multitask and meet deadlines
- strong leadership skills