

POSITION TITLE: Education Specialist
RESPONSIBLE TO: School 2 Career Program Director



POSITION GOALS: to implement educational programs during after school and weekend programming.

Oakland Planning and Development Corporation's mission is to build a better Oakland and help neighbors thrive. Oakland Planning and Development Corporation is a nonprofit community development organization with multi-faceted programs. We provide affordable rental housing, sell homes to homeowners, organize and advocate for residents, facilitate planning processes, provide workforce development and financial coaching, and help youth succeed in high school and beyond.

School 2 Career Mission Statement

To ensure at-risk youth from Pittsburgh's urban core have the support to graduate from high school prepared to pursue a career and post-secondary education. We accomplish this goal through collaboration with the family, the school, employers, and the community. We provide one-on-one mentoring, job development, and career exploration, while teaching the students important virtues such as dependability, accountability, and responsibility.

POSITION DESCRIPTION

The Education Specialist will assist the S2C Program Director to coordinate and supervise homework assistance and tutoring services provided by our team of tutors. The Education Specialist will be the primary liaison with the participants' schools to ensure that we receive the necessary information to support academic requirements and to build effective relationships. The Education Specialist will also provide direct training to students in our skill-building curriculum, Self-Regulated Executive Functions (S-REF).

Responsibilities include:

- Lead strategy sessions through the School 2 Career skill-building curriculum, Self-Regulated Executive Functions (S-REF) . Prepare weekly lesson plans according to the School 2 Career (S-REF) curriculum.
- Develop academic seminars such as goal setting and study skills.
- Develop tutor training materials. Monitor tutoring session instruction and outcomes.
- Assist with program development and implementation.
- Track the progress of each student and review with the Program Director to organize instructional efforts.
- Distribute announcements, brochures, and other materials to students.
- Review copies of student report cards for each report period, compile the data, and determine strategies to assist students to meet academic goals.
- Contact schools to establish contact person for assignments, reports cards, and test scores when necessary.

- Maintain S-REF (S2C curriculum) data, progress assessments, and report cards for students.
- Attend S2C events and tours when necessary.
- Develop and review Individual Improvement Plans (IIPs) for students and identify activities and lesson plans to improve academic performance.

QUALIFICATIONS

- Bachelor's degree is required, PA teaching certification preferred but not required.
- Must be familiar with high school PA Core standards.
- Excellent communication (verbal and written) and organizational skills.
- Strong leadership and interpersonal skills.
- Exhibit strong classroom management skills.
- Must have a warm and friendly personality.
- Must be able to relate well to high school youth and demonstrate cultural competence.
- Demonstrate a willingness to fulfill responsibilities in accordance with the School 2 Career Program mission and vision.

Additional Information: Education Specialist must pass all post-offer, pre-employment criminal background checks prior to hire, and candidate must be able to pass all additional clearance requirements as mandated by school districts and state/local municipalities.

Compensation (Exempt employee)

Position is part-time during after-school hours at 10-20 hours per week. Compensation commensurate with experience is \$15 to \$18 per hour for individuals without an active teacher certification and \$20 to \$25 for individuals with an active teacher certification.

To Apply

Send resume and brief cover letter to kstallworth@s2c.opdc.org. No phone calls please.