

Fortress Youth Development Center

Job Description

JOB TITLE: Education Specialist
DATE: May 2008
REPORTS TO: Director of Programs

JOB DUTIES AND RESPONSIBILITIES:

Learning Lab

- Lab Facilitation-Creative Education Institute Software
 - Computer Software Updates
 - Student Record Keeping
 - Applying for “Exemplary Lab” status annually
- Administering and scoring third-party tests
- Facilitation - Students
 - Discipline
 - Monitoring students as they work through lessons
 - Checking for mastery and reviewing as needed
 - Documenting and analyzing student progress
 - Lesson Modification
 - Individualized student and team motivation
 - Classroom Management
 - Maintaining and engaging volunteers when in the lab
- Communication
 - Parent Communication concerning students
 - Communicating to donors and interested parties about the lab

Education

- Meet with certain student’s teachers once per six weeks
- Assist Director of Programs in developing individualized plans for certain students

Administration

- Work with Director of Programs to create short and long-term goals for lab and the steps necessary to attain those goals.

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Minimum qualifications: High School Diploma; at least jr. standing in college; must be very organized. Preferred: Bachelor's degree in Education or other related field; experience working with inner city youth; bilingual

Compensation: \$20,000-\$25,000 (3/4 time) depending on education and experience; vacation time-all major holidays and **2 months off during the summer**, benefits start after 90 day introductory period

Work Schedule: 32 hours per week Monday-Thursday 11:45am-7:45pm

All interested parties should send a resume with 3 references to Dr. Kristen Guillory – Kristen@fwydc.org fax: 817.335.5748 by Friday July 17, 2008

Tentative Start date: Monday Aug 11, 2008