

# Lutheran Services Carolinas

## Job Description

**Job Title:** Education Coordinator

**Supervisor (title):** Area Manager

**Department:** Refugee and Immigrant Services

**Approved by:** B. Welch Thomas

**Date:** 11/10/2016

### **Position Purpose/Summary:**

The **Education Coordinator** will work with teen-age children and their parents under the **School Impact Program**. The program will assist newly arrived **refugee children** in Richland and Lexington County in improving their **academic performance and social adjustment** in American schools and to create opportunities for full participation of parents in their child's education process.

The Education Coordinator will serve as a liaison between refugee students, families and schools. He/she will coordinate **Parent Focused Activities** for adults, **tutoring and mentorship** program for students and other extracurricular and educational activities for families provided through School Impact Program.

### **Essential Functions** (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

1. Engage eligible children in After-School Activities to support academic performance and social adjustment, especially the vulnerable teenage and LGBT teenage population in activities
  - a. **Tutoring and mentoring; educational and extracurricular activities**, to include interactive learning, workshops addressing bullying, substance abuse, sexuality, and other workshops for older teenagers.
2. Provide children/parents with in school activities developed to bridge school and home: school enrollment, consultation with school personnel regarding student progress and adjustment.
3. Advocacy for student concerns, orientation to the school community, and programs conducted at the school.
4. Develop and implement Parent Focused activities throughout the year designed to involve parents in their children's education and to engage them in school activities.
  - a. These will include home/school visits.
  - b. Parent conferences in school.
  - c. Assistance with school requirements and paperwork, weekly ESL activities for single parents, parent educational workshops, etc.
5. Assume other duties assigned by supervisor

**Supervisory Responsibilities, if any** (*The scope of the person's authority, including the positions that report to the incumbent.*):

None

**Qualifications (Minimum Job Requirements):** *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: Bachelor's Degree or equivalent years in teaching experience

Experience: Working with Refugees or Immigrant families.

Specific skills/abilities: Good natured, firm, must be able to work and enjoy working with children, patient. Awareness and sensitivity to the service population's cultural and socio-economic characteristics is required.

Specialized knowledge, licenses, etc: Valid driver's license. Transportation of client(s) in personal vehicle may be required.

**Preferences (Optional):** (*Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual*).

N/A

**Working Conditions/Physical Requirements:** (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*).

1. Usual office conditions.
2. Ambulatory throughout all locations.
3. Ability to bend, stoop (to the floor), reach overhead.
4. Minimum lifting requirement of up to 20 pounds.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date

***Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.***