



Position Title:	Education Coordinator
Classification:	Regular, part-time (<small>< 35hrs/wk</small>)
Pay:	\$30-\$40/hour
Supervisor:	SRICD District Manager

Position Summary:

SRICD's Education Coordinator is a senior, supervisory, level position responsible for SRICD's pre-k to 12 programs. The Education Coordinator is responsible for managing and developing grants and agreements and the department budget with support and oversight of the District Manager. The Education Coordinator (EC) is responsible for hiring and managing SRICD educational staff and other programs staff as outlined for each program.

Opportunity to Grow

SRICD is expanding and revitalizing our educational offerings to the Pre-k-12 school community. The Education Coordinator can work across Washington and Kent Counties expand our partnerships and increase SRICD's capacity to provide programs and technical assistance to schools and school age children. The Ed Coordinator will have the freedom to develop a team and a budget plan to grow SRICD's ability to serve our communities.

Westerly Partnership & United Way Summer Learning Program

SRICD partners with Westerly Public Schools as the lead community-based organization on two programs; the United Way Summer program and Community Supported Outside of School Time programs. Both programs require high quality learning opportunities to address learning loss.

The United Way program requires the Education Coordinator is:

- Responsible for the administration of the summer program including overseeing the development of the curriculum, organizes experiential learning opportunities including field trips and outside programs.
- The liaison among all the program partners, funders, and school department, and should have a connection to the community. Responsible for maintaining the relationship with the program funders including opportunities for visitation and volunteering.
- Responsible for providing check ins with educators, support for behavioral issues, and staff professional development.
- Responsible for meeting with the United Way assigned Technical Assistant in regards of the Program Quality Assurance.
- Responsible for supporting the implementation of program evaluation tools
- In the program for the six weeks full time and provides time before and after the program to ensure the success of the program
- Is responsible for coordinating a team of SRICD staff and Westerly partners for spring professional development provided by United Way
- Responsible developing for parent engagement opportunities.

- An experienced certified educator and is never counted in the student teacher ratio of the program.
- Responsible for developing annual proposal and final reporting as well as drafting the application to United Way for the next funding cycle.

Westerly Public Schools Partnership

The Education Coordinator:

- Works directly with the Assistant Superintendent’s Office to coordinate community-based organizations (CBOs) providing outside of school time programs.
- Manages program budget and reporting with the support of the District Manager.
- Coordinates with school administration as requested by the assistant superintendent’s office to identify programmatic needs and coordinate outreach to increase student participation.
- Plans and implements SRICD program offerings. Hires and manages program staff.

SRICD prek-12 Programs

The Education Coordinator

- Ensures SRICD and CBO program offerings are high quality and designed to address learning loss and gaps. Ensures program delivery meets the requirements of each funding contract.
- Represents SRICD as part of the Rhode Island After School Network and After School Alliance.
- Identifies opportunities, oversees programs, and manages SRICD’s prek-12 education budget. Drafts funding proposals in cooperation with the District Manager.
- Manages SRICD’s prek-12 education grants and agreements and is responsible for meeting all quarterly and annual reporting requirements.
- Recruits, hires, trains, and supervises SRICD education staff in consultation with the District Manager. Provides professional development opportunities for SRICD staff.
- Maintains and develops relationships with SRICD’s partners, education funders, schools, and volunteers.

Qualifications and Skills

A successful candidate will have more than 20 years professional experience in the sciences and teaching which includes project and team management and a knowledge of budgets and finance. A “students’ first” attitude and proven commitment to serving one’s community are a must. A demonstrated commitment to hands on STEM instruction and outdoor experiences is required. Must have proven ability to manage all aspects of SRICD’s preK-12 Education programs.

Essential Education Skills

Demonstrated understanding of PreK/Elementary/Secondary/Special Education. Ability to articulate these both verbally and in writing and to model suitable teaching and tutoring methods.

Ability to develop, monitor, adjust, and maintain curriculum and curriculum assessments, and provide training in the use of educational materials and techniques.

Ability to assess children to determine if they are struggling with the curriculum or behavior and recommend a strategy and/or resources to teachers and/or students.

Ability to implement goals and strategies for education programs in alignment with the grant or other funding opportunity. Collect and report accurate data in accordance with the program requirements, including volunteer attendance and retention and child outcomes.

Essential Business and Executive Skills

Profound knowledge of financial and budgeting aspects of the organization and program grants and agreements.

Must be a skilled administrative professional to carry out varied grant mandated job responsibilities including grants administration.

Ability to review, develop, and understand budgets and be meticulous in analyzing and distributing funds in accordance with the objectives for which they are granted. Ability to always ensure that the grants comply in accordance with legal rules and regulations.

Develop, implement and evaluate funding plans with respect to business plans and strategies of the organization. Demonstrated business and grants administration knowledge and experience.

Excellent knowledge of grant processes and practices and ability to communicate the rules and regulations for funding sources and the responsibilities associated with each.

Manage and conduct annual or bi-annual financial audits on funded projects, maintain and verify payment records, reviews invoices and record receipts, and prepare monthly reports on the funded project status and submit them to the management.

Must have client facing experience with strong verbal and written communication skills

Ability to maintain a cordial relations with different community organizations for proper coordination with partners, grantees, schools, and fund providers.

Must have good interpersonal and negotiation skills

Must be well organized and have detail-oriented approach

Proficient in the use of MS Office (Word, Excel, Access), Internet, fax machine, copier, printers, scanner and telephone

Ability and willingness to learn new systems, techniques and procedures

Location and hours of work:

SRICD is currently working on a “work from Home” or project site basis. The Education Coordinator’s work schedule and hours is dictated by program needs. The District Manager and EC is flexible with daytime hours and some night and weekend availability required.

Compensation

The position is grant funded and final compensation is commensurate with experience. Hours are based on available funding. The position is being funded in part by SRICD, Westerly Public Schools, and United Way for 2022-2023. Hours required per week vary throughout the year based on program needs. Final schedule and pay will be negotiated with the selected candidate. Pay will be based on hours worked.