

Job Title: Education Services Specialist
Department: Strategic Initiatives
Reports To: Program Manager
FLSA Status: Exempt
Reviewed: 7/30/2022
Salary: \$36,484 - \$43,964 (based on experience and education) STEP3

FUNDING NOTICE: This a grant funded position that will end on or around June 30, 2026.

COVID-19 NOTICE: Proof of receipt of the COVID-19 vaccination required. Proof of immunization must include a copy of documentation indicating the vaccines received.

WORKING CONDITIONS AND SCHEDULE: This position will require frequent travel to the Middle Peninsula Regional Security Center and family support to clients living in Essex, King and Queen, King William, Matthews, Middlesex, Newport News, Hampton, and Suffolk. This position is designed as essential. He/She/They must have reliable transportation and the ability to work day, evening, and weekend assignments as needed.

SUMMARY

Pathway Home 3 is a workforce development program designed to serve the needs of Middle Peninsula Regional Security Center (MPRSC) Adults aged 18 and above. Through Pathway Home 3 participants work towards their High School Equivalency Diploma, learn job skills, become certified Apprentice level workers and serve their communities by finding gainful employment, avoid returning to prison, and becoming community leaders. Our program model integrates education, leadership development, counseling, vocational training skills, along with resources for graduates.

The Education Services Specialist will develop an educational program that aligns instruction and academic structures with postsecondary, career and life goals of every participant. The culture of the education work is deeply integrated with the rest of the program components. All staff members see themselves as educators and learners responsible for encouraging a lifelong love of learning for the participants enrolled. This role will also encompass program scheduling, affective implementation of the daily program components to enhance the educational needs of the program. She/he/they will be responsible for enhancing the educational development culture, working with our team to aid in securing adult education and college partners as referrals for participants and program Alumni. The Education Services Specialist reports to the Pathway Home 3 Program Manager and will assist with the planning, development, and provide oversight of the Pathway Home 3 MPRSC educational program with the Program Manager and Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties within the scope of this position may be assigned.

Program Oversight/ Compliance

- Consider educational programs that consider and build upon the participant's strengths, accounting for individual learning styles and needs in ways that create the greatest opportunity for learning and success
- Employ a variety of approaches and materials which make instruction relevant to the participant's lives, interest and culture
- Build from a strong, nurturing and sustained relationship between participant and the teaching staff at various learning institutions

- Respond to authentic and measurable outcomes for student learning through the implementation of an effective mix of formative and summative assessments and benchmarks which help teachers know what participants are learning in real time
- Incorporate information and communication technologies as instructional tools throughout the educational journey
- Create explicit pathways for students to make smooth, seamless and well-informed transitions into future academic and career opportunities

Provide oversight over several educational initiatives:

- Ensure successful performance outcomes related to academic gains and occupation skill development.
- Analyze program data and trends for evaluation and to identify new areas of educational opportunity.
- Work closely with the program director to identify additional training tracks for the Pathway Home 3 program and identify additional areas of growth
- Align with expectations and entry standards of postsecondary institutions, apprenticeship programs and coordinate with the Leadership Services Manager to keep up with employers in the community and region
- Plan and organize opportunities for participants to connect subject matter knowledge with real world and community-based themes, discussions, presentations, and projects
- Include course work that prepares students for the most appropriate and rigorous opportunity to pass state exit exams, achieve a High School Diploma or equivalent, receive postsecondary credits and meet required standards outlined in the state education code
- Coordinate PH3's resources for robust teaching and learning environments so that teachers have access to curricular resources, technology, and other supports. The goal is to plan for a sustainable program that considers budget discussions past this grant funding period
- Partner with educators who are fully committed to the vision and mission of the program, with demonstrated passion for working with participants to encourage their holistic growth and development
- Benefit and report data drive information to improve practice and integration of education work throughout the program
- Encourage on-going feedback, professional growth opportunities, credentialing efforts and other conditions of work which promote and retain effective educational partners
- Conduct 3-month, 6-month, 9-month, and 12-month follow-ups with Pathway Home 3 completers and graduates.
- Maintains current listing community resources.
- Prepares and maintains confidential case records and files; documents all interactions with clients by entering data into EmpowOR Client Management System.
- Operates a motor vehicle to conduct work activities.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.
- Represent the organization in professional, civic, and community groups as requested by the CEO.

SKILLS REQUIRED include the following. Other skills within the scope of this position may be assigned.

- Job development and placement experience
- Strong leadership skills and a minimum of three years in a supervisory or program management position.

- Strong commitment to leadership and empowerment; and ability to work sensitively and effectively with young people.
- Excellent interpersonal skills and demonstrated experience in creating collaborative relationships or coalitions with community organizations and/or public agencies.
- High energy and motivation to help young people succeed
- Strong problem solving and creative thinking skills.
- Excellent oral and verbal communication skills.
- Helps establish performance measures and monitors outputs and outcomes.

SUPERVISORY RESPONSIBILITIES

As assigned by supervisor.

SAFETY RESPONSIBILITIES

In addition to complying with the guidelines for all associates:

Comply with all Federal, State and Local regulatory standards and procedures.

Ensure that all associates are trained in HRCAP's Safety Policies, Rules and Regulations; trained for the jobs they will be performing; trained for the equipment they will be using; and understand the potential safety hazards in their work area.

Ensure that applicable personal protective equipment is available, in proper operating condition, and used for each job performed.

INFORMATION PRIVACY AND SECURITY

This employee may have access to Confidential Information (CI) and is required to be familiar with the HRCAP's Privacy policy related to the handling of CI, and follow all related procedures required to protect the privacy and security of CI.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in education, counseling, social work, or closely related field or similar combination of education and experience in related field. **Master's degree preferred.**
- Familiarity with the Middle Peninsula and Hampton Roads regions.
- Experience with program eligibility evaluation.
- Job development and placement experience.
- Three (3) years of experience working with high-risk young adults. **Previous incarceration experience preferred.**
- Expertise in MS Office-Excel, PowerPoint, and Word
- Must possess and maintain a valid Virginia driver's license
- Criminal record check and driving record check required for employment
- Adept at networking, building relationships, and community engagement
- Ability to work across the organization to deliver solutions that meet internal and external objectives

CERTIFICATES, LICENSES, REGISTRATIONS

Current state driver's license, proof of current auto insurance coverage, satisfactory driving record and reliable transportation required.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



SEDENTARY

Lifting up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers, and files. Walking and standing are required only occasionally

WORK ENVIRONMENT

- Must be comfortable working inside of a correctional facility
- Must be comfortable conducting home visits
- Must be comfortable working with returning citizens and their families



LIMITED

General office environment infrequently exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)

RECEIPT OF JOB DESCRIPTION

I have received, reviewed, and understood the PH3 Coach/Case Manager job description. I further understand that I am responsible for satisfactorily performing the essential duties described in the job description. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without accommodation. I understand that if I will need accommodation for this position, I will inform Human Resources and management of my accommodation needs.

Employee Name _____

Date _____

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Evaluation check-in periods: 90-day probation, December 2023, March 2023, June 2023, September 2023. (No guarantee of any additional financial compensation just an opportunity to discuss job performance)