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| OVERVIEW | | |
| **Job Title** | **Coordinator - Education** | |
| **Department** | Education Department | |
| **Reporting Relationships** | Reports to:  Solid Line : General Manager  Dotted Line: Executive Imam | Supervises:  Principals, Program Coordinators and other Education department staff |
| **Role Purpose** | The Education Coordinator will assist the General Manager & Executive Imam in overall program development, administration and supervision of the all educational programs at the ADAMS Centre.  The Education Coordinator will assist and seek direction and guidance from the General Manager regarding the implementation of all ADAMS education programs including RHA, CEP, YMES, YEP, Qurtuba, Tahfeez ul Quran, Taleem ul Quran at all ADAMS locations and will also be responsible for each program’s curriculum and assessments. The Education coordinator will serve as a liaison between programs, students, parents, and community partners. | |

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| KEY ACCOUNTABILITIES & ACTIVITIES | |
| **Key Accountabilities** | **Key Activities** |
| **PRIMARY SERVICES** | Under the direct supervision and direction of the General Manager, Education Coordinator will assist with the following:   * Oversee the development and execution of educational programming and curriculum content consistent with the ADAMS Center mission and program goals. * Ensure the development of appropriate curriculum plans. Foster the educational experience via hands-on developmentally appropriate and highly interactive methods. * Develop procedures and policies for safe and effective operation of the overall program. * Supervise coordinators and assistants, teaching faculty, Principals and consultants for all programs. Provide performance evaluation and feedback for all activity and group leader positions within the program. * Orient and train staff to program, highlighting process and learning opportunities.  Plan and lead regular meetings with the Education staff. * Develop or coordinate professional development and curriculum support workshops opportunities for teaching artists and staff on best practices. * Be available to facilitate activities with youth participants, build relationships, and provide referrals and support. * Work closely with the ADAMS Education Task Force and General Manager to ensure goals are being implemented |
| **RECRUITMENT and OUTREACH, COMMUNITY AND SCHOOL RELATIONSHIP DEVELOPMENT** | Under the direct supervision and direction of the General Manager, Education Coordinator will assist with the following:   * Develop and oversee student recruitment plan. With program staff, conduct ongoing outreach at school(s) and in community, including classroom presentations, guest workshops, and participating at relevant events. * Establish and maintain communication with members of the school staff about student needs and aspects of the after school program.  Meet regularly with principal/administrators and work closely with school staff. |
| **ADMINISTRATIVE ACTIVITIES** | Under the direct supervision and direction of the General Manager, Education Coordinator will assist with the following:   * Establish a system for evaluating programs and content to measure satisfaction and effectiveness. * Establish performance standards for all personnel to assure that contractual service objectives are attained. * Ensure performance targets are met. * Develop and maintain records needed for program administration * Develop and monitor Education Dept. and program budget, provide needed information for financial reporting. * Prepare information for funder reports and assist to secure donations and funding for the program as needed. * Perform other duties as assigned by the General Manager. |

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| QUALIFICATIONS/REQUIREMENTS | |
| **Necessary knowledge, skills and experience** | As an Education Director:   * Minimum of Bachelor’s Degree, preferably in Education or related field. * Minimum two-year experience working in school environment with youth in urban communities. Teaching experience preferred. * Experience with education programming for elementary, middle and high school youth in community-based and after-school settings. * Experience working with teachers on curriculum development related to school standards. * A demonstrated ability to lead and energize multi-disciplinary work teams to respond to needs and get results. * A strong rapport and commitment to supporting youth. Ability to translate youth development theory into practice. * Excellent communication skills, including computer and interpersonal skills. |

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| WORKING CONDITIONS | |
| **Working Environment** | Normal office environment. |
| **Work Timings** | Full time |