

**Job Description**

Title:	Coordinator of Academic Services	Full-Time/ Part-Time:	Full-Time
Department	Education and Workforce Development	Hourly/Salary:	Salary
Work Schedule:	35 hours per week	Regular/Temporary/Seasonal:	Regular
Exemption:	Administrative	FLSA Classification:	Exempt

**Organization Overview:**

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

**Position Summary:**

The Isaacs Center is seeking a highly motivated candidate to serve as the Coordinator of Academic Services (Coordinator) within the Education and Workforce Development division. Reporting to the Senior Manager of Workforce Development, the Coordinator is primarily responsible for oversight and leadership of academic services for young adults (17-24 years of age) who are disconnected from traditional learning environments and are unemployed or under-employed. Through the provision of literacy and numeracy classes, pre-high school equivalency and high school equivalency, and college readiness supports, participants will enter or re-enter the workforce and pursue educational opportunities that boost their hourly wage earnings and put them on a sustainable career path.

*Service Goals: On an annual basis, no less than 55% of the 100 participants enrolled in Academic Services will transition from one level to next and 80% of those who are eligible to earn a High School Equivalency credential will receive that credential. In addition, 75% of those who are eligible to enroll in college will do so, and 85% of college enrollees will transition successfully from Year 1 to Year 2.*

**Qualifications and Experience:**

- Master’s Degree in Education or related fields preferred. Bachelor’s Degree in Education, Social Work, or Human Services or related field required
- At least 2 years of working in an education setting within a community-based organization
- Demonstrated experience managing instructors, teacher, volunteers, and interns, and supporting their growth and development over time
- Strong background in data collection, analysis, and management.
- Excellent interpersonal, verbal and written communication, networking, negotiation (conflict management and resolution), and presentation skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion
- Bilingual and bicultural skills desirable, but not required
- Ability to work some flexible hours (e.g., evenings and weekends)

**Primary Duties:**

- Provides oversight and leadership of all education-focused programs, and coordinates administrative functions in support of recruitment, enrollment, assessment, testing, and retention
- Designs and implements initiatives, action plans, and goals in support of academic achievement in partnership

with the instructional staff, career development team, and supportive services staff

- Meets individually with participants to provide support and assistance in the process of preparing for college, including: college search, college admissions and finding sufficient financial aid
- Develops and maintains partnerships with key stakeholders related to the growth and success of the program, including community members, external partners and educational institutions
- Supports, observes, and motivates teachers, instructors, and other academic personnel. Promotes best practices in youth development, differentiated instruction, crisis intervention, and behavior management for students of varying abilities who share a common classroom setting.
- Recruits, trains, and evaluates “junior staff” including associates, interns, and volunteers who support administrative and programmatic aspects of the Academic Services
- Oversees data management; ensures compliance with pertinent confidentiality guidelines; interprets and analyzes data in order to manage and improve student performance
- Develops and manages program budgets, works in conjunction with central administrative functions to ensure compliance and create efficiencies
- Creates the climate, conditions, and culture required to support student achievement
- Participates in agency-wide initiatives, working groups, and committees, as necessary, and promotes Isaacs Center’s mission, vision, and strategic priorities
- Represents Education and Workforce Development internally and externally, and articulates and presents our service model in a compelling and consistent manner to participants, current and future funders, and Board Members
- Performs other related tasks as deemed necessary by the Manager of Career Development and Training

*The Stanley M. Isaacs Neighborhood Center is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*