

Jurisdictional Class: Competitive
Adopted: September 23, 1996
Revised: April 23, 2010

ASSISTANT EDUCATIONAL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Educational Coordinator in the planning, organization, implementation and coordination of a variety of programs for children and residents at the Housing Authority. The incumbent also provides remedial instruction and assistance to children. The work is performed under the direct supervision of the Educational Coordinator with leeway allowed for the exercise of independent judgment in carrying out details of the work and in teaching methods. Supervision is exercised over Teacher Aide/Student Aides and other subordinate staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assist in planning and implementing programs for children and residents designed to improve basic classroom and educational skills through such activities as field trips to museums and libraries, production of plays, reading of stories, showing of films, etc. and providing computer training;

Assists in providing children with remedial instruction and assistance with homework assignments;

Assists in establishing tutorial programs for youth and supervision of college students working in the center under the auspices of various academic departments;

Assists in the purchasing and helps maintain equipment and supplies appropriate for education of children and residents at a variety of age levels;

Confers with Teacher Aide/Student Aides, parents, school officials and teachers to establish educational benefits for children and residents in the program;

Assists in establishing opportunities whereby children are able to visit public libraries and other public places to develop an awareness of society;

Assists in recruiting residents for college programs offered and makes them aware of financial aid opportunities offered by area colleges and provides application forms, college catalogues, schedules, and curriculum to residents;

Provides for cooperation with other agencies to serve the needs of the children;

Meets with college level instructors relative to needs and attitudes of low-income residents to enable strategies to be developed and identifies resources compatible with the needs of the Housing Authority population;

Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of current methods of individual and small group instruction;

Good knowledge of child, adolescent and adult psychology related to the learning process;

Ability to motivate and develop effective working relationships with teachers, parents, and students;

Ability to plan and coordinate the delivery of individual and group instructions;

Ability to apply different teaching approaches to meet specific situations;

Ability to plan and schedule the work of others;

Ability to plan and implement course outlines and lesson plans;

Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree.

Assistant Educational Coordinator

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Possession of a permanent or provisional teaching certificate issued by the New York State Education Department.