



Urban League of
Greater Chattanooga, Inc.

*Empowering Communities.
Changing Lives.*

Job Description

Job Title: Education Assistant Director
Report to: Director of Education/Youth

Date: August 19, 2020
Status: Full Time
Salary Grade:

Job Summary:

The Assistant Program Director

Under the direction of the Director of Education, assist in the administration and supervision of the staff, curriculum development, teachers workshop, and oversight, monitoring program, partnership-building, marketing, and public relations, and evaluating program performance - through a combination of ongoing responsibilities as well as those which are requested on an as-needed basis. The ideal candidate will have experience working with children, adolescents, families, and communities from a wide range of cultural, social, and economic backgrounds. Excellent time management and communication skills are required, as you'll collaborate with office staff, teachers, parents, and community partners to deliver timely results.

Job Responsibilities:

- The Assistant Director is responsible for providing the overall operational support to all activities of the education program.
- Implement the program curriculum as planned to ensure children have access to activities that are developmentally age-appropriate.
- Work cooperatively site Coordinator to implement engaging, educational enrichment curriculum and programming which expands and supports student learning experiences beyond the classroom.
- Review and provide feedback for the afterschool curriculum that support the social and emotional learning of students
- Prepare and maintain student, staff, and programming reports, documents as required by or appropriate to the program's administration.
- Assist Director with staff development, program development, parent communication and innovation of special methods approaches to instruction.
- Maintain a set of office files and a communication logging system for each site within the scope of the program policies and procedures.

- Maintain accurate and organized records such as attendance records, timesheets, and all other paperwork as instructed by the program director to ensure program compliance and quality operations
- Assist the program director in addressing the ongoing needs of the parent engagement training program, assists with the development of materials to target audiences.
- Assists with National Achiever Society (NAS); overseas incoming and outgoing students; assists in the development of intercultural and other activities designed to strengthen diversity and cultural interaction.
- Review staff timesheets; submit timesheets to the Director for approval and for payment with a designated time schedule.
- Performs or assists with various administrative functions of the program such as copying, and duplicating materials for site coordinator.
- Adheres to the Urban League policies and Hamilton County and carries out procedures established by the program and the schools.
- Helps orient new staff and provide on-site training, and helps nurture creativity and professional growth among the tutoring staff.
- Receives incoming telephone calls, emails, and written correspondence and provide information regarding program operations, procedures, and regulations to appropriate personnel.
- Responsible for the implementation of the Equity & Excellence Program (EEP) scope of work.
- Attend board meetings at the absence of the Education Director to stay ahead of policy-related issues and changes.

Knowledge of:

- Curriculum planning, instructional techniques, and strategies in online teaching in an after school program.
- Establish a routine schedule of school sites to monitor overall operations, record keeping, collection of statistics and tracking forms, classroom size, and attendance, and to undertake teacher observations, lesson plan design, and implementation.
- Participate in general teacher screening and the selection of teachers.
- Participate in the design and organization of teacher training.
- Oversee the implementation of the health education project and related project initiatives such as nutrition classes, exercise classes, etc.

Ability To:

- Assist in the administration and supervision of the After School Programs in accordance with the LEAP grant and the Urban League policies and in compliance with Hamilton County regulations. Communicate effectively both orally and in writing.

- Interpret, apply and explain rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct, manage, train, and evaluate the performance of assigned staff.
- Establish and maintain effective working relationships with the Education Director, Site Coordinator staff, parents, community members, and others.
- Conduct effective program evaluations.
- Work confidentially with discretion

Values.

The position must model and support values and mission of the Urban League of Greater Chattanooga:

- Commitment to Community Success. Make a positive difference and have a measurable impact that enables African-Americans and other disadvantaged persons to secure economic self-reliance, parity, power, and civil rights.
- Leadership. Provide strong leadership and act as a catalyst for promoting positive change in our community.
- Integrity and Accountability. Act with integrity that justifies trust.

Education and Experience:

- Bachelor Degree in Education with 3-5 years of experience; Master’s Degree is Preferred in Education Public Policy
- Two or more years working with organizing & facilitating a successful parents/community engagement effort
- Experience working in public schools highly preferred
- Must have excellent interpersonal and communication skills
- Must have the ability to manage time, be highly organized, and prioritize tasks

Competencies: Excellent interpersonal skills required. Knowledge of Education Public Policy required. Must have excellent relationship-building skills. Must have exceptional written and oral skills.

Computer Skills: Knowledge of online teaching and advanced use of software and hardware applications including email, Internet, and Microsoft Office.

Communication Skills: Demonstrates exceptional oral and written communication skills.



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Urban League of Greater Chattanooga 2020 – 2021 Application	
Full Name (first/middle/last):	
Phone Number:	Mobile Phone Number:
Email:	
Full Mailing Address (House and APT. Number/Street/City/State/ Zip Code):	
Job title:	
After-school Site:	
References <i>Please list three professional references.</i>	
Full Name:	Relationship:
Company: _____	Phone: _____
Address: _____	

Full Name:	Relationship:
Company: _____	Phone: _____
Address: _____	

Full Name:	Relationship:
Company: _____	Phone: _____
Address: _____	

Education: In addition, all contractors must provide proof of education and teacher certification	
High School:	Address: _____
From: _____	To: _____
Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Diploma: _____	
College: _____	Address: _____

From: _____	To: _____	Did you graduate? _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree: _____
Other: _____		Address: _____			
From: _____	To: _____	Did you graduate? _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree: _____
Highest Level of Education n	To: _____	Did you graduate? _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree: _____
How many years of experience do you have teaching or tutoring? _____					
Are you a certified teacher? _____					
Please provide the date of your last Physical: _____					
<ul style="list-style-type: none"> • Are you CPR certified?: _____ • If yes, What is the date of expiration?: _____ • Are you First Aid certified?: _____ • If yes, What is the date of expiration?: _____ 					
Please attach Copy of CPR and First Aid Certifications					
Background Check Purposes Only:					
Date of Birth (00/00/0000): _____ Gender(m/f): _____ height: _____ Weight: _____ Race: _____					
Hair Color: _____ Eye Color: _____					
Place of Birth (City & State): _____ Citizen Country: _____					
Social Security #: _____					
Driver's License #: _____					
Emergency Contacts					
Name: _____			Phone: _____		
Name: _____			Phone: _____		
Date of Last Physical: _____					
What level or grade will you be teaching/tutoring?	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Temp <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours: Up to 16/week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt			
Division/Department: Education: _____ Reports to: Education Coordinator/Director					
General Description: Duties: <i>Teach reading and mathematics in the after school setting.</i> Duties may include but not limited to: Collection of students from classroom or designated meeting place, assisting with snack, bus duty, taking attendance and developing a daily instruction format. Additional duties include reports to the Urban League and/or students' parents.					

Supervision: All Street Academy/STEM teachers are contractors of the Urban League of Greater Chattanooga. An Urban League staff person at the school site will support the teacher's endeavors.

Hours: 15 hours a week. Plus 1 hour a week for planning. Planning template will be provided and must be completed by the first of the month.

Qualifications: The teacher must be State of TN Certified and pass a background checked (paid for by the teacher). New Teachers must undergo 18 hours of professional Development. Returning Teachers must undergo 12 hours of professional development.

Work experience requirements:

- Subject matter expertise, classroom management effectiveness, and documented experience in working with elementary school age children.

Education Requirements

- Bachelors Degree (Teachers) or High School Diploma (Tutors)

- **Pay Date: Monthly after the first 8 weeks of the program.**
- **For services rendered under the term of this agreement, you are classified as an Independent Contractor (IC) and not an Employee of the Urban League of Greater Chattanooga.**
- **Taxes are the responsibility of teacher/assistant/tutors.**
- **By signing this contract I understand the terms of this contract and have read over the State of Tennessee's Department of Education and Childcare standards and policies, as well as the Urban League of Greater Chattanooga's program policies.**

Teacher/Tutor Signature:

Date:

Approved by:

Title:

Signature:

Date:

Date of Orientation:

Date of finger printing & Date Cleared:

Date hired:

Urban League of Greater Chattanooga is an equal opportunity/affirmative action/educational/employment institution, and is nondiscriminatory relative to race, religion, color, national origin, sexual orientation, gender, age and qualified disabled.