



Urban League of
Greater Chattanooga, Inc.

*Empowering Communities.
Changing Lives.*

Job Description

Job Title: Youth and Education Program Coordinator

Date: August 2020

Report to: Director of Education

Status: Full Time

Salary Grade:

Job Summary:

The ideal candidate will have experience working with children, adolescents, educators, families, and communities from a wide range of cultural, social, and economic backgrounds. This is a great opportunity to get involved in a team-oriented, fun, and educational working environment. We seek a highly motivated and organized individual who has excellent communication and presentation skills. S/he would be the liaison with the schools on behalf of the Urban League of Greater Chattanooga; help with the development of the LEAPs/STEAM after school program plan consistent with the expectations of the Principal and Hamilton County School.

Job Responsibilities:

- Implement a menu of needs-driven and services in adherence with the school, including but not limited to expanded learning opportunities, health services, parent/family engagement, adult education, and interventions targeted to individual student needs.
- Ensure alignment and integration of all programming with the Principal's vision and school curriculum to the fullest extent possible.
- Directly involved with the STEAM/Project Ready (science, technology, engineering, and arts) as delegated by the education Director to middle and high school students through online and in-person demonstrations.
- S/he will coordinate and facilitate webinars, professional development events, creating monthly reports for funders, coordinate in-person training events, and educational activities.
- Coordinate with teachers to target interventions, track and monitor SWORPs, and the impact of interventions as indicated by the education Director.
- Participate in capacity-building activities, including network meetings, and ensure the participation of other site-based staff as needed or required.

- Represent the Urban League and the community school strategy in various public forums as needed and participate in advocacy activities to promote the community school strategy.

Knowledge/Education: A bachelor's degree in a science-, technology, or education-related field 3-5 years of relevant previous experience are required.

Skills/Expertise required: Applicant must have a working knowledge of educational settings and promising practices for facilitating learning in science, technology, and related disciplines. Familiarity with best and promising practices in adult education is a plus.

Strong interpersonal, communication and presentation skills are essential. Applicants must have excellent writing skills and the ability to communicate information relating in a clear and concise manner. Applicant must be professional and able to complete tasks in a timely manner and to high standards and have demonstrated organizational and problem-solving skills.

Knowledge of and experience with one or more online meeting platforms, (e.g., Google classroom, GoToMeeting, WebEx, etc.), and the Microsoft suite is required. Familiarity with video editing software is a plus.



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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	NO	Degree:
			<input type="checkbox"/>	<input type="checkbox"/>	
Other:		Address:			
From:	To:	Did you graduate?	YES	NO	Degree:
			<input type="checkbox"/>	<input type="checkbox"/>	
Highest Level of Education	To	Did you graduate?	YES	NO	Degree:
			<input type="checkbox"/>	<input type="checkbox"/>	
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:	Hours: Up to 16/week			
	<input type="checkbox"/> Full-time				
	<input type="checkbox"/> Part-time Temp				
	<input checked="" type="checkbox"/> Contractor				
	<input type="checkbox"/> Intern				
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.