

**Journey's End Refugee Services, Inc.**  
**2495 Main Street**  
**Suite 530**  
**Buffalo, NY 14214**

**Position Title:** Coordinator of Educational Services  
**Supervisor:** Deputy Director  
**Status:** Full-time, hourly, non-exempt, \$14.42 - \$17.90/hour

*Generous benefits including health insurance, up to four (4) weeks paid time off within first year of hire, paid holidays, discounted dental*

**Organizational Description:**

Journey's End Refugee Services, Inc. is an equal opportunity employer and seeks to employ the best-qualified personnel without regard to race, religion, color, national origin, citizenship, age, sex, gender identity, sexual orientation, marital status, or any other reason prohibited by law.

Journey's End Refugee Services, Inc. is a refugee resettlement and immigration services provider for the Western New York Region. Journey's End works to assist newly arriving refugees to find gainful employment and avoid dependency on social services.

**Program Descriptions:**

The Coordinator of Educational Services is responsible for leading both the MAC and Pathways programs. The MAC Institute for Innovative Education is an alternative to high school for refugee youth that may be at risk of aging out of public school services or are better suited for a non-traditional learning environment. The MAC Institute is ESL, TASC preparation, and job readiness focused. The Pathways to Success college preparatory program is designed to help prepare ESL students for college admission. This program is through ECC's Pathways ESL program, which helps prepare ESL students for the TASC exam, which is necessary for college admission.

**Job Description:**

The Coordinator of Educational Services' responsibilities will be focused on the development and implementation of a curriculum which combines the specified subject area (science, math, social studies) and ESL curriculum aligned with New York States' Test Assessing Secondary Completion (TASC) standards. Additionally, the coordinator will work on the development of the Pathways to Success Program.

**Primary Responsibilities:**

- Responsible for supervising, leading, mentoring, and training MAC & Pathways teachers and helping them resolve day-to-day challenges and obstacles.
- Act as a mediator for behavioral issues that arise and serve as MAC/Pathways program disciplinarian.
- Serve as liaison between MAC & Pathways teachers and Deputy Director.

- Serve on committees and attend meetings to represent MAC/Pathways program at JERS and community events.
- Work with Data Manager to monitor progress and status of program requirements.
- Lead marketing and recruitment activities for MAC/Pathways programs.
- Conduct weekly meetings with program staff.
- Oversee and assign program tasks to Program Assistant.
- Approve department timesheets and time off requests. Ensure coverage is arranged for staff time off.
- Seek professional development opportunities for staff.
- Work with Deputy Director to hire new staff and oversee teachers' lesson plans to ensure they align with program goals and standards.
- Oversee placement and effectiveness of interns, volunteers, and student teachers.
- Other duties as assigned.

**Additional Responsibilities:**

- Work with teachers to help design curricula and activities to meet academic standards.
- Lesson planning: this includes researching and finding age/level appropriate handouts, readings, and creating activities for each level. Finding or creating a variety of visual aids, textbooks, and create projects to gain student involvement during each lesson.
- Manage student behavior in the classroom by establishing and enforcing school rules and procedures.
- Design, develop, change, and enhance MAC/Pathways school rules, schedules, and procedures
- Attendance and participation of staff and department meetings.
- Intake for MAC students
- Create a nurturing, supportive, and positive learning environment in a diverse classroom with high expectations that encourage student responsibility and enhance motivation.
- Attend all staff meetings and common JERS responsibilities.
- Supervise students during break period in bathrooms, hallways, and classrooms to ensure safety and program effectiveness of MAC/Pathways.
- Other duties as assigned.

**Qualifications:**

- Master's or Bachelor's degree with two years' supervisory experience preferred.
- Valid New York State Teacher certification preferred.
- Experience working with the refugee population or in a diverse classroom environment, with two years' supervisory experience.
- Possess the ability to be flexible, creative, and willing to collaborate with other teachers.

Journey's End is committed to the purpose of providing refugees with the resources and support they need to become successful, active, and contributing members of the Western New York Community. The ideal candidate must be self-directed and able to work in a team environment.

**Send resume, cover letter, and three references to:** [jobs@jersbuffalo.org](mailto:jobs@jersbuffalo.org)

October 16, 2017

Please include job title in subject of email.

Please include phone and email contact in the cover letter.

\*\*\*Incomplete applications will not be considered.\*\*\*