

<b>Job Title</b>	Educational Facilitator
<b>PVN ID</b>	LA-1711-002194
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Education Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$42,000.00 - \$45,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 31, 2018 (Or Until Filled)

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## General Description

Working closely with the Curriculum Developer, the Education Facilitator will plan and implement educational curriculum. The role of the Education Facilitator is to ensure that participants in all of the Workforce Education Center's programs progress in the areas that they have chosen.

Under the Director/s of the Workforce Education Center (WEC), the Education Facilitator is responsible for the following:

- Meeting with participants in all programs to discuss their progress
- Maintaining strong relationships with program staff to ensure that each participant has a successful outcome
- Evaluating and creating varied educational materials
- Assisting teachers in the developing of lesson plans
- Co-facilitating teacher-training workshops in the use of materials and teaching methods
- Reviewing related workforce curricula for possible adoption/incorporation
- Mentoring new teachers
- Co-teaching in the Center's programs
- Assisting in the evaluation of teachers
- Assisting in the recruitment and interviewing of new teachers as needed
- Co-teaching classes when necessary

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## Other Duties

- Working closely with the WEC staff to develop special educational events for the youth population.
- Representing the Center at meetings with the Department of Youth and Community Development.
- Assisting with the intake, enrollment and orientation processes.

## Qualifications

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- Bachelor's degree required in the field of education. MA/MS degree in a related field preferred.
- At least three-five years of teaching experience working with young adults between the ages of 14 & 24.
- At least two of those years working in a supervisory capacity or its equivalent.
- Excellent oral and written skills
- Excellent decision-making skills
- Strong ability to work collaboratively with a wide variety of educational institutions
- Strong computer proficiency, especially in Microsoft Office