

**JOB TITLE:** Instructional Coordinator

**DIVISION/DEPARTMENT:** Tri-State HEP

**RESPONSIBLE TO:** HEP Director

**MONTHS PER YEAR:** 12

**HOURS PER WEEK:** 40

**CREDENTIALS / EDUCATION:**

Bachelor of Science Degree preferred.

Fluent in English and Spanish.

**PAST WORK EXPERIENCE OR SKILLS:**

Ability to work effectively with faculty, staff, students, and community members; ability to work in a team teaching model; work experience with migrant or other minority, under-represented populations; ability to teach students at all educational levels; well developed communication skills; computer knowledge; ability to maintain a high degree of confidentiality; organization, flexibility, positive attitude, and enthusiasm.

**JOB PURPOSE:** Assist **Tri-State HEP** instructional staff to maintain a high level of excellence; assist satellite instructors in all aspects of the program by coordinating the following: assessment; identification of academic needs, supervision of instruction; course completion, preparation for HEP examination; and implementation of career/vocational exploration projects. Evening hours may be necessary. May be stationed in the office or work remotely.

**DUTIES AND RESPONSIBILITIES:**

- 1) Monitor the quality of the site instructional staff and each site instructional program.
- 2) Assist satellite instructors in developing their skills to address the unique needs of migrant students and the obstacles that stand as barriers to earning a secondary diploma or equivalent.
- 3) Monitor and assist instructors and students in developing Individual Learning Plan (ILP) to address individual student academic and support service needs.
- 4) Monitor and assist instructors with the implementation of technology/computer programs.
- 5) Schedule and monitor vocational and career exploration activities such as skills in resume building, application completion, interviewing, and appropriate post-secondary workplace behavior.
- 6) Schedule visits to post-secondary academic and vocational institutions
- 7) Maintain strong teamwork among site instructor and students through visits and frequent communication via video conference, phone calls, e-mail, and/or text messages
- 8) Other duties as assigned by the **Tri-State HEP** Director.

**PHYSICAL REQUIREMENTS OF THE POSITION:**

1. Requires the ability to examine, review, and adhere to the federal guidelines of the U.S. Dept. of Ed and OME and effectively communicate with others the goals and objectives of the **Tri-State HEP** grant award.
2. Requires the ability to work without supervision and the ability to work as a team.
3. Requires a valid driver's license.
4. Possible overnight travel 10 – 15 nights a year.
5. Ability to lift 20-30 pounds.