

A WOMAN'S PLACE (AWP)
Position Description

TITLE: Education Support Specialist
EMPLOYMENT STATUS: Part-Time

DEPARTMENT: Client Services
WAGE & HOUR STATUS: Temporary Contract

VISION STATEMENT

A Woman's Place envisions a society where all individuals are safe in their relationships and can flourish.

MISSION STATEMENT

A Woman's Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

VALUES STATEMENT

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman's Place are rooted in and guided by the following values:

Courage: A Woman's Place acts bravely and boldly, notwithstanding fear.

Creativity: A Woman's Place encourages the creation of meaningful new ideas, interpretations, and rules.

Equality: A Woman's Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

Integrity: A Woman's Place is of sound moral character and adheres to ethical principles.

Respect: A Woman's Place is considerate and honors the worth and dignity of all beings and resources.

Social Justice: A Woman's Place analyzes structural social inequalities in order to promote justice.

PURPOSE OF POSITION: To provide educational support and guidance to school age children navigating distance learning.

OTHER RELATIONSHIPS: Other A Woman's Place staff and local schools utilizing distance learning model.

FINANCIAL RESPONSIBILITY: None.

REPORTING RELATIONSHIPS: Reports to the Children's Advocate

ESSENTIAL FUNCTIONS:

1. Provide a structured learning environment following the school's curriculum.
2. Oversee assignments and zoom schedules of a small group of school aged children.
3. Support the children in participating and navigating distance learning efforts.
4. Organize synchronous and asynchronous learning assignments.
5. Assist children in remaining focused on completing remote learning assignments as well as any administrative support such as printing and copying.
6. The Educational Support Specialist and children will clean up the work space each day after using the space.

7. Adhere to all policies of A Woman's Place.
8. Communicate with child's caregiver as needed.
9. Other duties as assigned.

CRITERIA AND REQUIREMENTS

1. Commitment to AWP's Vision, Mission, and Values.
2. Self-motivated, self-disciplined, and strive for excellence.
3. Ability to understand and work with diverse populations.
4. Honest and trustworthy in all relationships.
5. Ability to work well in a team setting and individually.
6. Adapts readily to changing work environments, work priorities and organizational needs.
7. Completion of the agency 45 hour Direct Service Training.

Education:

Bachelor's degree in a related field preferred
1-3 years of related work experience preferred

Characteristics:

1. Ability to motivate others
2. Cooperative and open minded
3. Self-motivated and able to work independently
4. Creative, innovative, and willing to take initiative
5. Maintain high work standards at all time
6. Reliable, personally responsible and trustworthy
7. Extremely organized
8. Program Development skills
9. Strong time management skills

JOB DIMENSION:

Responsibility and Decision Making:

1. Assess children's school support needs make informed decisions
2. Demonstrate initiative
3. Identify and propose potential responses to challenges as they arise
4. Responsible for reporting child abuse to Housing Manager.

License/Certifications:

1. Criminal Background, Child Abuse, and FBI Clearances
2. Valid Pennsylvania driver's license
3. Valid vehicle registration and insurance

Physical Demands/Environmental Conditions:

1. Operation of office equipment
2. Lifting up to 20 lbs.
3. Travel in personal vehicle
4. Exposure to cleaning supplies, office chemicals and insecticides