



Education Specialist (20 hours/week; Non-profit) Houston TX

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We are in search of a qualified and experienced Education Specialist to fill a part-time position with our client, U.S. Dream Academy at their location in **Houston TX**. Details about the organization and position are listed below. To complete and submit your application for consideration, please visit the U.S. Dream Academy's job site listed below:

- <https://dreamacademy.skillsmart.us>

Organization

Founded in 1998, U.S. Dream Academy's vision is to break the cycle of intergenerational incarceration that affects society's most vulnerable children and youth through an approach that emphasizes academic instruction and values-based character-building. The organization targets 2nd through high school students, and seeks to intervene at critical points in their education before it is too late to provide the necessary support. U.S. Dream Academy has served over 9,000 students to date in high risk neighborhoods to include high crime rates, high levels of poverty and little access to high quality academic support. The organization currently operates in seven (7) cities including: Washington, D.C.; Baltimore, MD; Philadelphia, PA; Houston, TX; Orlando, FL; Indianapolis, IN, and Salt Lake, UT. Due to the widespread demand for its program, U.S. Dream Academy is committed to expanding its reach to serve many more students than it currently serves and recognizes that it will need to build infrastructure and capacity in order to support this future growth. For more information, please visit: www.usdreamacademy.com.

Summary

Under the direction of the Center Director, the Education Specialist is responsible for the planning and delivery of a daily educational enrichment curriculum, as well as a social value building program for children of incarcerated parents and other at-risk children.

Qualifications

To perform this job successfully, the Education Specialist must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, abilities, and education required.

Knowledge, Skills and Abilities

- Passion to educate and inspire children;
- Experienced in creating lesson plans, with a proven ability to utilize multiple methods and creative resources to engage children in enrichment activities;
- Positive attitude and pleasant demeanor;



- Excellent ability to communicate with children, parents, and all levels of personnel;
- Understands issues surrounding incarceration and the impact on families;
- Outstanding organizational skills and the ability to manage multiple tasks and projects to meet simultaneous deadlines;
- Bilingual in Spanish/English is a plus; and
- Proficient in MS Office applications, database software, and internet and social media applications.

Education and Experience

- Bachelors Degree in Education required; Master's degree in Education or related field preferred
- Must be a State certified/licensed teacher with 3 - 4 years of teaching experience in a classroom setting; and must have experience working with children who live in at-risk communities

Duties and Responsibilities

- Create and deliver the daily curriculum which encompasses the organization's three (3) core elements of student enrichment: skill-building, character-building, and dream-building
- Conduct pre- and post-academic assessments using multimedia courseware tools
- Maintain daily attendance records and other student files as required by Center Director
- Assist Center Director with student recruitment initiatives (e.g., Learning Center special events, community and school events)
- Attend semi-annual national staff training conferences

Competencies

To perform the job successfully, the Education Specialist should demonstrate the following competencies:

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| • Attendance/Punctuality | • Written Communication |
| • Teamwork | • Professionalism |
| • Organizational Support | • Quality |
| • Ethics | • Adaptability |
| • Interpersonal Skills | • Initiative |
| • Oral Communication | • Safety and Security |

Employee benefits include medical, dental, vision, prescription; vacation, holidays, sick leave, life insurance and more.

Share Your Résumé with Us...U.S. Dream Academy is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. To complete and submit your application, please visit: - U.S. Dream Academy's job site - <https://dreamacademy.skillsmart.us>. Dream Academy conducts reference checks, background investigations, fingerprinting and/or skills testing; and maintains an alcohol and drug-free workplace. Thank you for considering career opportunities with us.