

**Agency Name:** Urban Strategies

**Job Title:** Education & Acculturation Coordinator - Bilingual (English and Spanish)

**Job Description:**

**ORGANIZATIONAL OVERVIEW:**

Urban Strategies tools, connects, and resources grassroots organizations to serve children and families in need. Our highly-qualified team has a passionate commitment to bring about real change within our country's most vulnerable communities. Our desire is to see individuals, families, and communities realize their fullest potential by achieving these goals:

- Keeping children safe and secure
- Building nurturing and stable families
- Improving school readiness
- Fostering effective parenting
- Developing social and emotional competence
- Advancing research-based practices

By reaching these goals, Urban Strategies is meeting its mission to develop strong healthy families, advance the school readiness of children, build engaged communities, and make a difference in vulnerable communities.

**PROGRAM OVERVIEW:**

The Refugio Unaccompanied Children Shelter and Foster Care Program is a 24-hour program that serves young persons in immigration custody who are awaiting release to their sponsors.

**POSITION OVERVIEW:**

The Education Coordinator provides the complete education experience and academic progress of Unaccompanied Children (UC). Provide required UC program reporting regarding education, life skills and acculturation. Plan instruction and set goals, implement curriculum, communicate standards, achievements and deficiencies to students. Work with other staff members to ensure best possible learning environment for UC. (For Foster Care sites, participants will be in elementary stage.)

**TASKS AND RESPONSIBILITIES:**

- Provide direct services to a cohort of youth and monitor youth participation to ensure adequate instruction and assistance to each individual.
- Administer educational assessment to determine the functioning level of each youth.

- Prepare the individualized educational plan for each youth.
- Oversee monitoring of youth participation to ensure adequate instruction and assistance with each individual.
- Attend and monitor education field trips.
- Attend required staff meetings and trainings.
- Upon request, this role may be required to travel with UC, 14 and under, to locations in the United States
- Other duties as assigned.

**Job Location:** Waco, Texas

**Qualifications:**

**Education:**

- Bachelor's Degree in Elementary Education
- State Teacher Certificate Experience: Two years' experience of teaching and/or relevant experience
- \*Bilingual (English & Spanish)

**Link to application web site:** <https://www.urbanstrategies.us/careers>

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**Application will be accepted until (closing date):** 12/04/2019