



Position Available
Notice Date: 05/06/2015

- Job Title:** Education Navigator
- Salary Range:** \$30,000.00/year + benefits
- Benefits:**
- Paid Time Off
0-2 years – 28 days per year
2-4 years – 33 days per year
4-6 years – 38 days per year
6+ years – 48 days per year
 - Health/Dental/Vision/LTD Insurance
Available at no cost to employee for single coverage
 - 401(k) Retirement Plan
Matching contribution equal to 100% of your 401(k) elective deferral contributions. 401(k) elective deferrals over 4% of your pay are not matched. Matching contributions are subject to a five year vesting schedule.
- Status:** This is an at-will, full-time, non-exempt position. Continuation of employment is contingent upon project funding and employee's performance.
- Requirement:** Bachelor's Degree and related experience, Bilingual English/Spanish.
- Apply Online:** Please submit cover letter AND resume by 4pm, 5/15/2015
www.readingandbeyond.org/jobs.html

Job Description
Education Navigator

POSITION ROLE:

Under the direction of the Program Manager, the Education Navigator will provide one-on-one and small group tutoring sessions to Reading and Beyond families participating in our Workforce Development programs to prepare to obtain their GED/HSD. The tutoring sessions will be tailored to the clients in attendance and will include digital literacy instruction as the GED is administered online. The Education Navigator will be responsible for recommending to the Case Manager and Program Manager when the clients are prepared to take and pass the GED subtests.

The overall purpose of Reading and Beyond's Workforce Development Department is to help under-qualified, job-seeking parents/adults increase their job skills through participating in a job training program and ultimately help them secure permanent employment. Additionally, the Education Navigators will assist program participants in finding additional resources to help overcome barriers that may prevent participants from being able to secure and sustain employment (i.e. childcare, transportation, family support, etc.).

The Education Navigator is crucial to the success of the Workforce Development Department and must develop, strengthen, motivate and maintain relationships with program participants who are seeking their GED. This position requires a high-energy, flexible individual with extraordinary patience and people skills, plus a passion for education. Successful candidates will be innovative and independent teachers.

RESPONSIBILITIES: (The information listed below is meant to serve as samples of job duties and responsibilities. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.)

1. Creatively implement the GED curriculum with program participants with regard to many different learning styles.
2. Develop and implement a plan and strategies for participant retention once they begin GED tutoring sessions.
3. Develop individual service plans based on participant input, interests and needs.
4. Maintain participant records and chart participant progress.
5. Develop and perform mentoring, coaching and follow up strategies to ensure retention of participants.
6. Conduct, facilitate, and organize GED tutoring sessions under the instruction of the Program Manager.
7. Based upon participant progress and preparedness, recommend to the Case Manager and Program Manager that the participant be approved for GED testing.
8. Assist participants in increasing their digital literacy skills to include; basic computer skills, job searching, Microsoft Office Suite, etc.
9. Maintain participant records and complete required documentation and reporting for Department of Social Services in a timely manner.
10. Assist Reading and Beyond clients with job applications, resume revisions, cover letter revisions, and mock interviews.
11. Supervise computer lab, enforce all rules, and ensure time-stamped check in/out for all participants.
12. Other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree with at least one year experience in GED tutoring or tutoring adults.
2. Exceptional time management skills, schedule flexibility, and familiar with GED curriculum.
3. Bilingual English/Spanish required.
4. Experience with many different learning styles and the adult learning theory.
5. Excellent communication skills: written, verbal, and interpersonal.
6. Excellent group facilitation skills.
7. Ability to encourage and motivate others.
8. Preferred experience with at-risk populations, including low-wage earners, individuals with disabilities, working families and others preferred.
9. Experience in planning and conducting one-on-one and group tutoring sessions.
10. A strong ability to work independently, multi-task, and set priorities to accomplish various instructional and operational tasks.
11. Strong problem-solving, and judgment skills.
12. Strong competency/experience with PC systems and standard software (Microsoft Office: Outlook, Word, Excel, PowerPoint, etc.) and Internet skills.
13. Demonstrated administrative experience including excellent organizational skills, work with a high degree of accuracy, and a willingness to adapt to changing situations.
14. Candidate must demonstrate flexibility and good sense of humor.
15. Candidate must be a willing team player and get along well with coworkers.

DESIRED QUALIFICATIONS:

1. Comfortable in assisting clients with job search, mock interviews, resume revisions, cover letter revisions, etc.
2. Experience/comfort with tutoring clients to prepare for the CAHSEE and obtain a HS Diploma.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. Specific vision

abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Other work conditions include:

- Sitting/standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices and objects.
- Physically able to participate in training sessions, presentations, and meetings.
- Some travel may be required for the purpose of meeting with clients, stakeholders, or off-site personnel/management.

SPECIAL REQUIREMENTS:

- The candidate must have reliable transportation and maintain updated license and insurance at all times.
- Candidate must pass TB test and fingerprint clearance
- Candidate must be available to work evenings and weekends as needed.

Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic TB clearances may be required if hired.

BENEFITS:

Note: Reading and Beyond maintains the right to alter the level of benefits with appropriate notice.

DISCLAIMER:

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

Reading and Beyond is an Equal Employment Opportunity Employer.