

# Coordinator of Education

## Job Description

### Role Overview

The Coordinator of Education is responsible for supporting the development and enhancement of the Alliance's educational offerings to increase engagement and quality across various programs. This role involves assisting in programmatic elements, managing class content, supporting instructor recruitment, and contributing to operational planning. Additionally, this position will work on cultural programming initiatives aimed at bringing audiences into educational programs. The Coordinator of Education will play a vital role in supporting organizational growth through effective program management and fostering a positive learning environment.

### Key Objectives

- **Assist in Program Development: Educational, Children's, Cultural**
- **Support Teaching Quality and Staff Development**
- **Contribute to Operational Efficiency**
- **Oversee Enrollment and Retention**
- **Aid in Resource and Financial Planning**
- **Support Data-Driven Decision-Making**

### Primary Responsibilities

#### **Program Support and Implementation:**

- Develop and launch programs, including scheduling.
- Create term planning documents.

#### **Teacher Recruitment and Support:**

- Support the recruitment and hiring of new teachers; assist in assigning teachers based on availability and needs.
- Train teachers and provide feedback based on classroom observations.
- Monitor attendance and assist in managing student feedback.

#### **School Calendar and Term Planning:**

- Assist in managing the school calendar, including planning open houses.

- Help organize term input directories and update relevant web content.

#### **Syllabi and Resources:**

- Maintain and update syllabi and develop new ones.
- Research and archive resources for classes, ensuring teachers have access to necessary materials.

#### **Operational Support:**

- Assist in the daily operations of the school and support the private class program.

#### **Enrollment and Placement:**

- Assist with enrollment procedures and conduct placement tests to facilitate student placement based on proficiency assessments.

#### **Children's Program:**

- Develop and manage children's programs, including Summer Camp.

#### **Resource Management:**

- Assist in selecting textbooks and maintaining resource inventory.
- Support payroll processes by collecting necessary documentation.

#### **Data and Reporting:**

- Assist in tracking enrollment data and contributing to reports for planning purposes.

#### **Cultural Programming:**

- Collaborate on cultural initiatives that promote educational programs and engage a wider audience.

## **Skills and Qualifications**

- **Native French Speaker:** Proficiency in French is required, as this role necessitates effective communication in the language.
- **Educational Support:** Knowledgeable about program development and student engagement strategies.
- **Teacher Development:** Basic understanding of supporting staff recruitment and development processes.
- **Financial Awareness:** Basic skills in assisting with budgeting and resource management.
- **Data Management:** Comfortable with tracking and reporting data for operational use.
- **Children's Programs:** Interest in developing engaging, age-appropriate programming.
- **Cultural Awareness:** Enthusiastic about cultural programming and its role in attracting audiences.
- **Administrative Skills:** Familiar with term planning and aligning objectives with educational strategy.
- **Experience Requirement:** A minimum of three years of experience in teaching; experience in program coordination a plus.

**Salary commensurate with experience. Start date January 2025.**

**Please submit a CV and Letter of Motivation to [director@afportland.org](mailto:director@afportland.org)**