

## **Open Doors Academy Educational Specialist**

Open Doors Academy is currently seeking a full-time licensed middle school teacher to serve as a mentor and educator to middle school aged youth during out-of- school enrichment programming.

**Position:** Educational Specialist

**Reports to:** Community Director

**Purpose:** Determine benchmarks for each student in the areas of math and reading, establish goals/ objectives in alignment with state indicators, develop hands-on interactive lesson plans that provide engaged learning opportunities to help youth reach their goals in the areas of math and reading.

### **Core Responsibilities**

- Oversee the development of Academic Challenge Curriculum and lesson plans
- Approve lesson plans developed by program coordinators and evaluate implementation of lesson plans.
- Conduct reading and math assessments for all students at our four locations.
- Establish benchmark data for the current academic performance levels of each individual child (approx. 150 youth) that is alignment with Ohio academic content standards and indicators.
- Create a plan of action with goals and objectives for each child that helps that child meet state indicators in math and/or reading
- Establish 3-5 individual goals/ objective in alignment with state indicators, that are evaluated monthly and adjusted based on the needs of the child and their independent level of progress
- Work in collaboration with teachers and parents in establishing goals and ensuring carry over in all settings.
- Formulates and designs procedures to determine if program objectives are being met.
- Works with the school faculty to ensure effectiveness of curriculum and services provided to students.
- Supports site staff in the creation and implementation of educational programs and activities.
- Develops questionnaires and interviews school staff and administrators to obtain information about curriculum.
- Evaluates data obtained and prepares narrative and statistical reports for dissemination to school administrators and site staff.
- Formulates recommendations and procedures for individual student success and proposed units of instruction.
- Develops in-service training program for staff. Works with alumni and supports their continued progress.
- May evaluate staff performance.

- Works directly with development team to ensure the completion of the 21<sup>st</sup> Century Grant.

### **Qualifications**

- Minimum of a bachelor's degree in middle childhood education with State of Ohio teacher certification.
- 1-3 years experience in a middle school aged classroom preferred
- Experience with curriculum development, lesson plans, and benchmarking
- Strong written communication skills
- Ability to work and train adults and middle school students
- Ability to work in a team environment
- Ohio state standards for math and reading
- Understanding of STEM research

To apply for this position, please submit a cover letter, resume, three references, a sample lesson plan and salary expectations to [humanresources@opendoorsacademy.org](mailto:humanresources@opendoorsacademy.org). Please include the position title in the subject line of the email. Thank You. Resumes will be accepted through August 1, 2010.