

Jurisdictional Class: Competitive; Non-Competitive in Special Districts

Adopted: May 7, 1991

Revised: May 11, 2010

### **EDUCATIONAL COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Plattsburgh Housing Authority and involves responsibility for coordinating a preschool program for children in residence at the Housing Authority, recruitment of residents for college extension programs offered at the Center, and for acting as liaison between the Housing Authority and local institutions of higher education. Additionally, the incumbent establishes tutorial programs for youth and supervises college students working in the Center under the auspices of various academic departments and defines their responsibilities. The incumbent, in addition, provides preschool children with remedial instruction. The work is performed under the general direction of the Executive Director of the Housing Authority with considerable independence allowed in the planning of work and in teaching methods. Supervision is exercised over the work of a Drama Teacher, School Psychologist, Teacher Aides, and other subordinate staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans and implements a preschool program, for children of residents of the Housing Authority, designed to improve basic classroom and educational skills through such activities as field trips to museums and libraries, production of plays, reading of stories, showing films, etc.;

Recruits preschool children in the program by home visitation and written correspondence communicating various procedures and objectives to parents;

Confers with Teacher Aides, parents, school officials, and Teachers to establish educational benefits for children in the program;

Supervises Teacher Aides and Child Care Aides in application of non-professional remedial instruction and repetition for preschool children;

Supervises a School Psychologist and Drama Teacher in their involvement with and assistance in the planning of programs with preschool children in the Center;

Establishes opportunities whereby preschool children are able to visit public libraries and other public places to develop an awareness of society;

Teaches a program of health and hygiene for preschool children including such activities as tooth brushing and washing up after play;

Purchases and maintains equipment and supplies appropriate for early childhood education;

Provides for cooperation with other agencies such as Head Start to serve the needs of preschool children;

Recruits residents of the Housing Authority for college programs offered and makes them aware of financial aid opportunities offered by area colleges;

Provides application forms, college catalogs, schedules, and curriculum to Housing Authority residents;

Cooperates with college officials in establishing testing and placement examinations for residents;

Meets with college level instructors relative to needs and attitudes of low income residents to enable strategies to be developed and identifies resources compatible with the needs of the Housing Authority population;

Meets with college administrators to periodically evaluate the higher education program and plan for ongoing curriculum development;

Schedules uses of the Community Center for instructional purposes;

Supervises college field work of students assigned from area colleges and assists them in defining educational goals consistent with Center objectives;

Prepares a variety of records and reports related to the work.

Educational Coordinator

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of current methods of individual and small group instruction;  
Good knowledge of child, adolescent and adult psychology related to the learning process;  
Ability to motivate and develop effective working relationships with teachers, parents, and students;  
Ability to plan and coordinate the delivery of individual and group instructions;  
Ability to apply different teaching approaches to meet specific situations;  
Ability to plan and schedule the work of others;  
Ability to plan and implement course outlines and lesson plans;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of teaching experience.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:** Possession of a permanent or provisional teaching certificate issued by the New York State Education Department.