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| **CAPITOL REGION EDUCATION COUNCILPOSITION DESCRIPTION** |
| **Position Title:** Coordinator**Program:** Quality & Diversity**General Purpose:** Under the direction of the Quality & Diversity Director to increase the number of Sister Schools urban/suburban partnerships and to develop and maintain the pre-collegiate Minority Future Teacher program. Essential Duties and Responsibilities:1.     Develops, recommends and implements strategies for dealing more effectively with member districts to increase client satisfaction with the Minority Teacher Recruitment program. (MTR).2.     Works collaboratively with all RESCs to expand the MTR program throughout the State of Connecticut.3.     Works with volunteer committees involved with MTR to coordinate recruitment, hiring and retention of minority teachers.  Organizes, hosts and follows-up on Career Fair and other recruiting activities.4.     Recruits students in grades 5 – 12 to participate in teacher club activities.  Plans and coordinates region and statewide activities designed to help students learn about teaching as a career.5.     Oversees Summer Institute for Future Teachers (SIFT) to ensure CREC standards are maintained including the SIFTbudget.  Writes grant submissions and reports, arranges for evaluations by independent consultant and hires staff.6.     For the Sister Schools program, sends out RFPs, reads grants, makes awards, visits exchanges, conducts grant writing and diversity workshops, evaluates partnership assessments, and oversees consultant who assists with visits and evaluation summaries. **Knowledge, Skills and Abilities**BS/BA in Education with 2 years experience in planning and organizing events in a school environment and in facilitating groups and meetings, or equivalent combination of education and experience.  Must have understanding of teaching and learning in classrooms K-12, and knowledge of State initiatives and priorities in education, grant writing, budgeting, education requirements for teachers including State registration requirements and district processes.  Must have multicultural awareness and ability to work effectively with volunteers.  **Supervision**Directly supervises 2 people.  Plans, organizes, assigns and reviews work, budgets, hires new employees, trains, counsels and disciplines, appraises performance and determines salary action. **Working Conditions**Normal. These statements are intended to describe the general nature and level of work being performed rather than give an exhaustive list of all duties and responsibilities.**Date:** 3/9/99 |