



1723 W. Devon Ave, PO Box #60085, Chicago, IL 60660

Head of High Dosage Tutoring and Special Projects Officer

West Ridge, Chicago

HEAD OF HIGH DOSAGE TUTORING RESPONSIBILITIES

HDT Planning

- Develops student and tutor rosters prior to each term, and updates and maintains the Academic Roster
- Assists Director of Education in developing a list of blueprints of learning software and assigns the learning level of each student on the learning software.
- Assists Director of Education in creating and updating individual learning plans.
- Registers students to learning platforms and maintains student accounts in all educational software. Determines the correct academic level for each student.
- Contributes in supervising reading platforms (such as Kindle and Libby) to provide level appropriate books to each student.
- Recommends a list of necessary teaching classroom supplies, learning materials, and learning apps and coordinates with the Head of Office and Head of Admin to order them.
- Monitors and responds to feedback raised by FORA staff working directly with students and from schools, and updates learning plans and learning materials accordingly.

Managing Day-to-Day HDT Operations

- Supports the Education Officers in optimizing the learning environment and identifying appropriate learning materials
- Supports the Education Officers in classroom management and operations.
- Supervises the process of student and tutor attendance taking.
- Reviews and responds to all comments in the EO Feedback Tracker spreadsheet, and then follows up with relevant staff to ensure that all issues are resolved in a timely manner.
- Supervises and supports Education Officers in maintaining the cleanliness/order of the classroom, restocking of supplies, etc.

HDT Strategic Planning and Implementation

Assists the Director of Education in the following areas:

- Prepares short term and long term strategic plans for the education department.
- Creates an overall assessment strategy, including choosing assessment instruments and determining what data we use from the schools.
- Analyzes student assessments and assists with writing for reporting to grantors and funders.
- Analyzes internal and external data to inform our overall curricular plan and individual student learning plans.
- Plans and assesses family and student qualitative data and non-academic variables, such as parent and student surveys.
- Supervises students' STAR and DIBELS assessments.
- Researches and selects new curricula and apps, meeting with providers to determine what FORA will use.

SPECIAL PROJECTS OFFICER RESPONSIBILITIES

- Assists in developing and implementing projects like: Robotics, Module UN Debate, Girls Who Code, etc.
- Assists in developing rosters of participants and facilitators for these special projects.
- Assists in the oversight of Special Projects sessions, some of which may be on weekends.
- This aspect of the job may often extend into non-office hours.

Miscellaneous

- Endorses, embraces, and enacts FORA's vision, mission, and values (as described at www.refugeefora.org).
- Attends and participates in various meetings as assigned.
- Any other duties as assigned by supervisor

Required Qualifications:

- 4 year university degree or international equivalent
- Willing to work 1-9 pm on weekdays during the school year and 8:45 am to 4:45 pm during summer school vacation, in addition to potentially working on weekends and weekdays. (And as a manager, with manager-level pay, expected to work more than 40 hours when needed, without overtime.)
- Salary is in the range of \$35,568 to \$44,000, depending on specific experience in-field. The benefits are those required by law. In addition, seven paid vacation days are given per year as well as partial payment for our selected health insurance plan. As a manager, overtime pay is not provided, but working outside of normal hours is required when necessary.

- Understand, embrace, and embody general principles, practices and techniques of providing educational assistance to families.
- Familiarity with educational terminology, pedagogy, and strategies.
- Commitment to honor the diverse academic, socioeconomic, cultural, and ethnic backgrounds of our students and their parents.
- Excellent interpersonal and intercultural skills, including the use of empathy, humility, tact, patience and courtesy.
- Excellent communication skills.
- Excellent organizational skills, including the ability to maintain detailed records.
- Demonstrated ability to problem-solve in an educational context.
- Previous work experience, including excellent recommendations.
- Total commitment to reversing the denial of basic rights to refugee youth.
- Once the job is offered, successful completion of a state and federal background check.
- **Applications should be sent to: applications@refugeefora.org**