

**Job Description – Educator**  
**Location: Roca Boston**  
**FLSA Classification: Non-Exempt**

**Organizational Overview**

Founded in Chelsea, Massachusetts in 1988, Roca’s mission is to move disengaged and disenfranchised young people out of violence and poverty.

Roca’s Intervention Model is a cognitive-restructuring and skills development intervention that was developed and implemented to address the high-risk, underserved population of 17-24 males who are either: 1) aging out of the juvenile justice or juvenile probation systems with a strong propensity for re-incarceration as an adult; 2) connected with the adult justice system; or 3) are high-risk members of the community being served who have a strong propensity for incarceration as an adult.

Roca has a strong organizational culture where learning, personal experience, leading with values, and having deep faith are essential to achieve bold goals with disenfranchised young people. Roca helps young people to change their behavior and shift the trajectories of their lives to move toward the outcomes of economic independence and living out of harm’s way.

**Position Overview**

The Educator reports to the Program Manager. The High Risk Youth Educator will work intensively to support and motivate the target population to re-engage in education and help enable participants to enter the workforce. The High Risk Youth Educator will work as part of the Ed/Voc Team to implement GED and other educational programming and to meet the organization benchmarks for successful educational attainment with each participant.

Roca strives to meet the following outcomes with each participant: No Re-Incarcerations and Retained Employment.

**Responsibilities**

- Understand, practice and promote the vision, mission, and values of the organization.

Bottom Line Responsibilities	Expectations and Deliverables
Engage with Participants and Youth Workers	<ul style="list-style-type: none"> <li>• Engage and build relationships with young people enrolled in Transformational Relationships and participating in stage-based educational and pre-vocational programming.</li> <li>• Communicate with youth worker regarding participant barriers (substance abuse, street, domestic violence, etc.)</li> <li>• Follow-up daily with young people and youth workers regarding participation and progress in educational programming.</li> <li>• Provide weekly attendance and participant target lists for educational classes to youth workers in team check-ins and meetings.</li> <li>• Assess student level of engagement readiness (i.e. can they sit through a class, do they have substance abuse barriers, do they have street issues with other participants, etc.)</li> </ul>
Teach Stage Based GED Classes	<ul style="list-style-type: none"> <li>• Evaluate participant’s entry level of education by administering GED assessment tests.</li> <li>• Assigning participants to the appropriate class depending on their assessment scores (as well as engagement level)</li> <li>• Work with 150-200 participants needing GED programming</li> </ul>

Bottom Line Responsibilities	Expectations and Deliverables
	<ul style="list-style-type: none"> <li>• Ability to teach 10th-11th grade-level Reading, Writing, Math, Science, and Social Studies</li> <li>• Flexibility in his/her teaching methods, creation and implementation of lesson plans-personalizing academic material so it is relevant to participants' lives</li> <li>• Create Individualized Learning Plans (ILPs) for each youth that allows educator, youth worker, and young person to work based on individual readiness.</li> </ul>
Job Placement and Retention Support	<ul style="list-style-type: none"> <li>• Work closely with Job Developer on first time placements within 60 days of meeting Workforce Readiness Criteria</li> <li>• Support retention and rapid re-placement within 30 days</li> <li>• Work on Advancement Plans (employment, school, training) after 6 month retention</li> </ul>
Facilitate Computer Based Programming	<ul style="list-style-type: none"> <li>• Teach computer based classes every day for educational programming and on-line GED readiness programming</li> <li>• Use Plato Software to facilitate one-on-one educational sessions and small subject-focused classes</li> </ul>
Facilitate Employment Related Education	<ul style="list-style-type: none"> <li>• Include pre-vocational trainings tied to employment and work readiness into daily teaching with youth connected to Roca's Workforce Development specifically Transitional Employment.</li> <li>• Incorporate workforce readiness skills that will be needed for vocational certifications (i.e. writing class on resume building, fractions class in the kitchen, angles for math in wood shop, etc.).</li> <li>• Communicate with management daily around which participants need to be learning what specific skills to make them job ready.</li> </ul>
General Responsibilities	<ul style="list-style-type: none"> <li>• Maintain Efforts to Outcomes (ETO) data base through data entry of all work with participants on a daily/weekly basis, completion of assessments and all other tools as required for evaluation purposes</li> <li>• Utilize ETO reports and data to track participant progress and own performance in moving young people through change process and achieving expected performance indicator targets</li> <li>• Actively participate in the safety of the space for all participants through building coverage and communication across the organization</li> <li>• Demonstrate mindfulness for the resources that Roca possesses, and actively work to maintain their functioning</li> <li>• Communication around participation of young people in high risk youth intervention model components with supervisor and other appropriate staff (e.g. pre-voc instructors, crew supervisors, youth workers, etc...)</li> <li>• Other tasks as assigned</li> </ul>

**Qualifications**

The very nature of Roca's work requires an individual of great commitment and energy to the mission. Roca seeks a highly driven individual who is good fit both personally and professionally for the culture of Roca. In addition, the ideal candidate for this position will be a trustworthy decision-maker. He/she will have a sense of humor, feel passionate and committed to direct work with high risk youth, and demonstrate interest in coaching and supporting coworkers.

**Roca expects candidates to have the following skills:**

- Bachelor's Degree
- Some teaching experience- Post-collegiate experience teaching or working with a disenfranchised population is preferred
- Strong written and oral communication skills
- Desire to work with street involved high risk young people
- Ability to outreach to, engage and motivate young people to increase attendance in educational programming
- Capacity to think and act intentionally and strategically to help young people change behaviors
- Creative problem-solving and thinking
- Excellent at organizing, managing and completing multiple complex projects and tasks simultaneously with thoroughness, accuracy, timeliness and good humor.
- Self-motivation, initiative, sound judgment, and commitment to ongoing learning are essential
- Ability to work as a part of a team.
- Bilingual (English/Spanish) is preferred but not required

**Requirements for the position:**

- Travel around the service area
- Computer Literate
- Valid MA Driver's License and current Driving Record
- Willingness and ability to work outside of normal business hours, and Holidays and/or weekends as needed.
- Working with diverse cultures
- Strong attendance and high energy