



## Position: Secondary Educator

**Employment Status:** Full-Time Salary position with benefits

**Reports to:** Secondary Program Manager

**Organizational Background:** Banyan Community is a Christian Community Development Organization rooted in the Phillips Neighborhood of South Minneapolis to transform lives by **Developing Youth** (after school and summer support for youth K-College), **Strengthening Families** (connecting families to resources and setting goals) and **Creating Community** (developing the Lighthouse Network Block clubs). We have been a community anchor in the neighborhood for over twenty years. Working together as a community, over half of our employees are diverse members of our community and are bilingual. Banyan continues our growth as we increase the number of youth, families and community members that join our thriving neighborhood vision each year. We hope you will join us!

**Primary Responsibilities:** In coordination with the Secondary Program Manager and the Middle School Educator, the Secondary Educator designs, plans and implements educational enrichment activities for middle school youth as well as a broad array of social emotional learning, which builds on each youth's rich and complex identity. The Secondary Educator also works with parents to support their youth in creating paths of educational success from middle school through the transition into high school.

- **Program Planning, Instruction and Direct Service (50%)**
  - Develop and implement high quality programs to middle school youth, with a focus on: Social Emotional Learning, college and career exploration, mentoring, academic intervention, conflict resolution, and building a supportive community around youth.
  - Plan and evaluate: middle school afterschool and summer programs, summer wilderness trip, field trips and special events, community building events, and Kids Club for middle school youth.
  - Work with High School Team to plan and implement ASPIRE high school tutoring and support program.
  - Build relationships and provide mentoring to youth in 8<sup>th</sup>-10<sup>th</sup> grades, focusing on the transition to high school.
- **Academic intervention (20%)**
  - Advocate for youth's education with parents, teachers and school administrators.
  - Monitor youth grades, identify challenge areas and develop success plans.
  - Build relationships with higher performing middle schools and partner high schools.
- **Parent support (20%)**
  - Help parents access resources in and through their children's schools.
  - Support youth and parents in choosing best-fit schools.
  - Communicate on a regular basis with parents and students, and assist with home visits as necessary.
  - Attend parent-teacher conferences and IEP meetings in schools as necessary.
- **Reporting (10%)**
  - Complete program reports as required.
  - Participate in required staff meetings and trainings.
  - Record family information and program stats in Client Track Database.
  - Track expenses according to established budgets.
  - Complete special projects or duties as assigned.

### Qualifications:

- Must have a bachelor's degree (youth work or youth development preferred); bilingual in Spanish preferred.
- Strong interpersonal skills: able to build meaningful trust-based relationships with diverse youth and parents.
- Able to communicate effectively and interact respectfully with diverse groups of people.
- Previous experience working/living in an urban setting highly preferred.
- Must be passionate about youth succeeding academically and attending college
- Organized and detail oriented; able to work independently and as part of a dynamic team
- Experience with racial equity, inclusion, and engagement with diverse community members.

**Compensation:** This is an exempt, year-round full-time- 40 hr. position with full benefits (requires day and occasional evening and/or weekend hours). Salary range \$44,000 - \$52,000 DOQ. Healthcare premium (100%), short-term & long-term disability, life insurance, SIMPLE IRA, cell phone reimbursement, employee development, paid holidays, vacation and personal time.