POSITION SUMMARY:
The Education Department Coordinator is a civilian position within the Education Pillar of the Program Department. The Coordinator’s function is to ensure educational opportunities are available to all residents who desire to learn and further their education level.

There will be two (2) interns under the Open minds Project VCU-RCJ School University who will work with the Education Coordinator as educational specialists (i.e., tutors of writing and other subjects as needed; student teachers will work directly with a master teacher and share in all actual education department responsibilities two to three [2-3] days per week with a minimum 20 hours commitment)

REPORTING STRUCTURE:
The Education Department Coordinator reports directly to the Internal Program Director.

ESSENTIAL DUTIES & RESPONSIBILITIES:
The duties of the Education Coordinator are as follows:
• In collaboration with the Internal Program Director, administers educational assessments for each housing unit
• Coordinates all General Educational Development Diploma (GED Diploma) activities and administers the test for residents
• Coordinates the instruction of college courses held in the RCJC and seeks ways to incorporate additional college activities for residents
• Coordinates the VCU Open Minds and the VUU Inside Out Projects
• Prepares residents for the Career Readiness and Applied Technology Certificates and coordinates resident taking the tests
• Seek opportunities for additional educational offerings for residents
• Assists in selecting and training offenders to become tutors, so that each pod has tutors to work with other residents
• Designs and updates curriculum as needed
• Conducts educational classes for offenders
• Spearheads the collection of data related to educational programming for the purposes of developing evaluations and outcomes measures
• Carries out any or all other duties as directed by the Sheriff, Internal Program Director, or their designee

HELPFUL SKILLS:
• Creative writing
• Computer skills
• Comp TIA A+ Computer Repair Technician work as needed

INTERNSHIP TERM:
• 4 credits per semester
• 1 year long

TO APPLY:
• Submit a letter of intent (which outlines any experience you have working with prisoners or any other type of activist work, why you want to work at RCJ, what you think you’ll get out of the work, and what you can contribute to the work)
• Submit a recent resume
• Submit all materials to Safiya Bridgewater, GSWS Department, Crenshaw House, 919 W. Franklin St., 1st Floor
• Submit all materials by August 15th, 2014