Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the **CCFA** Division! Go to our job board to apply: job board

The Education Coordinator -Project-Based job at a glance

General Summary

General Summary:
Under general supervision of the FRC Program Services Administrator, the Education Coordinator plans and coordinates the FRC after-school tutoring and academic support program and directly supervises assigned part-time tutors. This position manages daily tutoring operations, establishes tutor expectations, provides coaching and performance management, ensures adequate tutor coverage, monitors participation and documentation, and supports program initiatives.

This is a full-time, onsite position that may require occasional early morning, evening, and weekends based on program needs.

Project Based Position:This is a project-based position with an anticipated end date of June 30, 2028. The duration of the assignment subject to business and program needs and may be modified based on those needs. Employees in limited-term positions may apply for other CCRC employment opportunities for which they meet the minimum qualifications.

Core Benefits!

- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
  - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
  - There are a variety of medical and dental plans offered.
  - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
  - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1st 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture**: Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Within a team environment, this position will perform the following responsibilities:

Tutoring Program Operations and Staff Supervision 50%

- Directly supervise staff, and provide clear expectations, coaching, technical assistance, performance management, and professional development.
- Lead tutor recruitment, interviewing, onboarding, training, and offboarding

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- Obtain prior County approval before confirming a tutor's start date or assigning a workload for tutors who do not hold an active Teaching Credential.
- Manage tutor workload, schedules, attendance, coverage, tutoring assignments, and completion of required documentation.
- Ensure tutors serve as mentors to assigned children, providing emotional and social support in addition to academic assistance.
- Ensure tutor coverage during after-school program hours, assigning students and tasks, observing sessions, and giving real-time feedback and corrective direction.
- Coordinating services, addressing day-to-day program needs, and recommending operational adjustments within established requirements.
- Coordinate in-person and virtual tutoring options and after-school or supplemental educational activities based on student, family, and program needs.
- Ensure after-school educational programs are engaging, academically beneficial, and accessible to all children served, and that a minor participant's caregiver, parent, or legal guardian is present on FRC premises whenever services are provided.
- Ensure incidents involving safety concerns, injury, behavioral issues, or emergencies are reported immediately to the FRC Program Services Administrator or Site Manager so required County reporting is completed within twenty-four (24) hours.
- Ensure program and staff comply with mandated reporter obligations under California Child Abuse and Neglect Reporting Act (Penal Code 11164-11174.3), including completing required training and reporting known or suspected child abuse or neglect in accordance with law and agency policy.
    - Ensure program and staff complete annual County Human Services Privacy and Security training, sign the annual Confidentiality Statement, and immediately report any suspected or actual breach of confidential information

Curriculum and Student Academic Support 20%

- Develop or identify instructional resources for tutoring in reading and language arts, mathematics, science, social studies, computer science, STEM, homework assistance, remedial support, and academic enrichment.
- Assess and monitor student participation and academic, and progress using approved assessments, tutor documentation, school information, parent and caregiver input.
- Recommend additional academic support or resources based on identified student needs.
- Provide tutors with instructional strategies and resources for varying learning needs, abilities, and styles.
- Monitor services for quality, consistency, student engagement, safety, and alignment with program goals.

Family School and Community Collaboration 15%

- Communicate with parents and caregivers and, as appropriate, school personnel regarding student participation, academic progress, strengths, areas of need, and strategies for continued learning.
- Provide families with educational information, resources, and referrals related to academic support, school readiness, learning opportunities, and available FRC services.
- Collaborate with school personnel, FRC staff, and community organizations to identify educational resources and coordinate appropriate referrals or supplemental services.
- Promote the tutoring program through informational outreach and relationship building with families, schools, and community partners.

Data, Compliance and Quality Improvement 15%

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- Maintain accurate program records, including enrollment, attendance, tutoring participation, assessments, academic progress, family communication, and tutor documentation.
- Prepare timely progress reports, summaries, success stories, and other required grant or contract documentation for review.
- Monitor program performance against established enrollment, participation, and academic improvement measures.
- Review program data, participant feedback, and academic outcomes to identify trends, service gaps, and opportunities for improvement.
- Recommend improvements to tutoring procedures, instructional resources, documentation practices, and service delivery.

Non-Essential Duties And Responsibilities

These duties include tasks that are required, but currently comprise of less than 5% of the daily workflow for this job:

- Collaborate with other FRC program areas to support coordinated services for children and families.
- Participate in trainings, meetings, workgroups, events and other agency activities as needed to support business and program needs.
- All other duties that may be required, as part of the essential functions of the job, as assigned.

Job Specifications

Minimum Required

- **Experience:**
  - Minimum of two (2) years of experience in education, tutoring, academic support, youth development, after-school programming, curriculum implementation.
  - Experience coordinating educational services, monitoring student progress, and providing guidance or coaching to staff, tutors, volunteers, or program participants.
- **Education:**
  - Bachelor's degree in education, child development, human development, liberal studies, social sciences, or a related field.
- **Technical Requirements**
  - Intermediate proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) for developing educational materials, tracking participation and outcomes, preparing reports, and managing communication.
  - Experience using virtual learning and meeting platforms (e.g., Zoom, Microsoft Teams, Google Meet) and online educational resources.
  - Ability to maintain accurate electronic and paper records and use program databases and data-tracking systems.
- **Behavioral:**
  - Cooperative work, effective Organization skills and Customer Service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking; strong leadership skills.
  - Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
  - Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
  - Show ability to have flexibility, maturity of judgment, and ability to work collegially.
  - Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiatives.
  - Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
  - Adherence to technological security in accordance with Agency policy and legal requirements.

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- Demonstrate understanding of the educational, developmental, and social needs of children and youth and the ability to support families from various cultural and socioeconomic backgrounds.
- Strong leadership, coaching, and interpersonal skills with the ability to provide clear guidance and constructive feedback to tutoring staff.
- Ability to work sensitively and supportively with children, parents/caregivers, school personnel, community partners, and the public while maintaining appropriate professional boundaries and confidentiality.
- Excellent verbal and written communication skills, including the ability to communicate academic information clearly to children, families, staff, and community partners.
- Maintain knowledge of current educational resources, tutoring practices, and community-based learning opportunities that may benefit participating children and families.
- Knowledge of academic support strategies, curriculum resources, student assessment, educational enrichment, and family engagement practices.

- **Travel:**This position requires up to 10% travel. Will consist of travel to and from CCRC office locations, community events, and agency meetings. Staff members driving on behalf of CCRC may choose to drive a CCRC or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, a valid California Driver's License, and DMV clearance
- **Work Schedule:**
  - Full time, typically Monday- Friday, a non-traditional schedule, including early mornings, late evenings, and weekends may be required as needed.
- **Work environment:**
  - This position is onsite, performing work in CCRC's office settings, and FRC or approved community-based program locations. The position is subject to typical indoor working conditions, including moderate noise and temperature variations.
- **Background & Health Clearance Requirements:** Background requirements determined according to the requirements of the program(s) which the position will be supporting.
  - **Background check required.** As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
  - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
  - Health Clearance: For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
  - **MVR / DMV clearance** in accordance with CCRC's liability insurance provisions: For positions where driving is required.
  - **Child Development Permit**: For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
  - **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
  - **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)

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- **Credit & Bankruptcy Check:** For positions with fiscal responsibility (roles with authority over financial transactions), a credit and bankruptcy check will be conducted to assess financial responsibility in alignment with agency standards and applicable laws, including the federal Fair Credit Reporting Act (15 U.S.C. 1681 et seq.) and California Labor Code restrictions on credit reports (Labor Code 1025.5)

Preferred

All minimum requirements above met, plus:

- **Education:**
  - Valid California Teaching Credential or Education Specialist Credential.
- **Experience:**
  - Three (3) or more years of experience working with children and youth in educational, tutoring, academic intervention, after-school, or community-based learning settings.
  - Prior experience directly supervising staff.
- **Bilingual:**
  - Ability to converse, write and/or translate in English/Spanish or Armenian.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity

Activity List the number of hours spent performing the activity.	**Hours Per Day**				
	NA	**0-2**	**3-4**	**5-6**	**7-8**
Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery or erratically moving surfaces.	x	☒	☐	☐	☐
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	☐	x	☐	☐	☐
Crawling: Moving about on hands and knees.	x	☐	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	☐	x	☐	☐	☐
Driving: A car, truck, forklift, or other types of moving equipment.	☐	☒	☐	x	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature, or texture by touching with skin, particularly that of the fingertips.	x	☐	☒	☐	☐
Grasping: Applying pressure to an object with the fingers.	☐	☐	☒	☐	x
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	☐	☐	☐	☐	x
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	☐	☒	☐x	☐	☐
Lifting: Raising objects from a lower to a higher location or moving objects horizontally from one location to another. Lifting a 50lb object to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	x	☒	☐	☐	☐
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	☐	x	☐	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☐	x	☐	☐	☐
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	x	☒	☐	☐
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☐	☐	☐	☐	x

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Physical Activity					
Activity List the number of hours spent performing the activity.	**Hours Per Day**				
	NA	**0-2**	**3-4**	**5-6**	**7-8**
Sitting: Particularly for long periods of time.	☐	☐	☐	x	☒
Standing: Standing or staying on feet for sustained periods of time.	☐	☒	x	☐	☐
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	☐	x	☐	☐	☐
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.		☐	☐	☐	x
Twisting: Turning from right to left at the waist.	**x**	☐	☒	☐	
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☐	☐	☐	☐	x
Walking: Moving about on feet to accomplish tasks.	☐	☐		x	☐

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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