



Educational Specialist

Boise State University · Boise, ID · 2 weeks ago

\$46,051.20/yr - \$53,539.20/yr On-site Full-time Entry level

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About the job

About Us:

Boise State University is located along the banks of the Boise River and a short stroll from the state capitol. We are committed to an innovative, transformative, and equitable educational environment that supports student success, and advances Idaho and the world.

Boise State is building an inclusive community of faculty and staff whose unique skills, cultural contributions, work history, and perspectives create a rich and rewarding academic experience for our students. Applications from individuals of all backgrounds and identities are welcomed.

Learn more about Boise State and living in Idaho's Treasure Valley at <https://www.boisestate.edu/about/>

Job Summary/Basic Function:

Upward Bound Educational Specialists are integrated into the target school and are in the role of a regular classroom teacher. Each UB Educational Specialist teaches three class periods a day and assists with coordination of program activities including field trips and campus visits.

Department Overview:

We are a federally funded program that prepares students for college or vocational school through various enrichment courses, intensive mentoring and academic support. We are passionate about helping students, and creating a safe/inclusive work environment for all staff.

Level Scope:

Entry-level professional with limited or no prior experience to contribute on a project or work team. Incumbent learns to use professional concepts to resolve problems of limited scope and complexity under close supervision while achieving day-to-day objectives. Works on developmental assignments that are initially routine in nature, requiring limited judgment and decision making. This level is typically focused on self development. Requires theoretical knowledge through specific education and training.

Essential Functions:

- Work with the target school personnel and the Project Director to identify, assess and enroll UB students.
- Responsible for recruitment of potential participants and securing appropriate documentation for client eligibility (responsible for ensuring that 2/3rd of clients are both 1st generation and low income).
- Maintain accurate and confidential records for students.
- Provide meaningful need-based classroom instruction for the students enrolled in Upward Bound .
- Provide ISAT remediation to students who need this service.
- Assist students in completing applications for admissions, scholarships, and financial aid.
- Workshops and career exploration and college visitations and events.
- Attend target school staff meetings, meet with parents and establish a line of communication with them about their students, and meet with community leaders as needed.
- Works as an advocate for students.
- Recruiting and Documentation
- Provide Program Services
- Disseminate Post-secondary Information and Technical Assistance
- Workshops, Career Exploration, College Visitations and Events
- Community and School Liaison
- Works as an advocate for students
- Miscellaneous Job Duties:
- Attend meetings and workshops as assigned by the Project Director.

- Complete additional work assignments from the Project Director that come about due to programmatic changes, USDOE changes or requests, and/or University policy changes or requests.
- Participate in professional development, workshops and conferences as assigned or requested.
- Have read and understood the TRIO Policy and Procedures Manual and refer to it for instructions and information about relevant policies.
- Coordinate with other TRIO staff as needed to ensure program compliance and success.
- Is responsible for finding a substitute in the school district when absent.
- Mandatory participation in Summer Program

Other Expectations:

- Recruiting Goals- Educational Specialists should recruit students as early as possible (8th or 9th grade), and have recruiting completed before the second semester of the current year. Ideally, recruiting should be completed in the spring prior to the program year. When possible it is recommended that the Educational Specialist get all active students in class (when applicable), keeping in mind a special priority for first time students. When possible it is recommended that the Educational Specialist register all active and eligible students for summer program. If not, a valid and verifiable reason not to attend is required and needs to be given to the Project Director.
- Provide schools, students, parents and Supervisors with work schedule- Update Google calendar as needed.
- Documentation and Referrals to Outside Agencies- Anytime there are students with needs that are outside the scope of our teacher training, the Educational Specialist needs to refer these students to the appropriate agencies. This could include- Department of Health and Welfare, Mental Health Services, School Counsel.
- Perform other duties as needed.

Knowledge, Skills, Abilities:

- Computer skills including the use of Microsoft software.
- Idaho Teaching Certificate, preferably in Secondary Education (may be a K-8 certificate if the individual has experience working with high school students).
- Bilingual or multicultural.
- Previous experience working with low income students.
- Background with financial aid, admissions and scholarships.

Minimum Qualifications:

Bachelor's Degree or equivalent relevant professional experience.

Valid Driver's License.

Preferred Qualifications:

- TRIO Alumni.
- Experience working with low-income and/or first-generation students.
- Bilingual in Spanish.
- Idaho Secondary Certificate subject to an area we offer during our summer program.

Salary and Benefits:

Salary of \$46,051.20-\$53,539.20/yr, commensurate with experience. Boise State University is committed to offering a benefits package that provides health and financial protection plans as well as resources to promote health and well-being. Our program provides flexibility so you can choose the benefits that are right for you and your family. Learn more about our benefit options at <https://www.boisestate.edu/hrs/benefits/> .

Required Application Materials:

Cover Letter.

Resume/CV.

3 references.