

Visiting York-EJP Academic Manager
Education Justice Project (EPOL)
College of Education
University of Illinois at Urbana-Champaign

The Education Justice Project (EJP) seeks a Visiting EJP-York Academic Manager. This new academic hourly position is estimated to require 30 – 40 hours/week and may become a full-time Academic Professional position with full benefits in the coming months.

The Academic Manager will be responsible for the administration of academic programming in relation to EJP's pilot high school at Danville Correctional Center (DCC), an exciting new initiative based on a partnership between the University of Illinois and Chicago Public Schools. The Academic Manager provides direct instruction to the special education instructor and to program tutors, who are incarcerated EJP students. Our Visiting York-EJP Academic Manager also ensures that EJP maintains a stable, professional relationship with DCC and the IL Department of Corrections. This role must exercise excellent independent judgement and discretion within an environment that is frequently fraught and volatile. It reports directly to the EJP director.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EEO>.

Major Duties and Responsibilities

Supervisory Duties (60%)

- **Supervision** – Supervise special education instructor
- **Supervision** – Supervise program tutors (incarcerated college students)
- **Pedagogical Support** – Provide pedagogical and strategic support to instructors and tutors.
- **Training** – Develop and administer regular training sessions and training materials for staff and program volunteers.

Program Management and Development Duties (25%)

- **Program Development** – Play a key role in the design and development of the York-EJP pilot program;
- **Recruitment and Admissions** – Implement admissions policies and procedures; oversee new student orientation;
- **Student Affairs** – Design and implement programming that enhances student growth; develop and implement systems to resolve student inquiries, issues, and support conflict resolution.
- **Evaluation** – Implement systems to ensure regular evaluations and observations of the York-EJP program;

Communication (15%)

- Design and oversee systems of communication between EJP members based at Danville Correctional Center—i.e. EJP staff, instructors, tutors, and other EJP members;
- Coordinate regular communication with other program stakeholders, e.g. the Illinois Department of Corrections and Chicago Public Schools.

Required Qualifications*Education*

- Master's degree

Experience

- Minimum of two years' experience working within a correctional setting or similar
- Minimum of two years' experience in a supervisory role in an educational setting

Knowledge

- Demonstrable ability to exercise independent judgment and discretion within fast-moving contexts
- Demonstrable excellent leadership skills
- Demonstrable excellent listening, oral, and written communication skills
- Demonstrated commitment to support incarcerated individuals and individuals of diverse backgrounds
- Valid driver's license and ability to drive

Preferred Qualifications*Education*

- Graduate degree in counseling psychology, education, social work, management, social services, or related field

Experience

- Prior participation in prison justice initiatives
- High school teaching, advising, or administrative experience

Please note that the educational classrooms at Danville Correctional Center, which this role will have to access, are located on the second floor and that there is no elevator.

This position is subject to the continued availability of funding and programmatic need. This position must receive clearance from the IL Department of Corrections and is expected to regularly visit the prison in Danville and also to spend time at the EJP offices in Champaign. Salary is commensurate with experience and qualifications. The expected start date is as soon as possible after the closing date.

All applications are welcome. We especially encourage applications from individuals who have been impacted by incarceration, members of racial minority groups, and individuals from low socioeconomic status backgrounds.

To apply, send your resume/CV and cover letter to info@educationjustice.net. For further information please contact EJP director Rebecca Ginsburg at rginsbur@illinois.edu. The position will remain open until filled.