

Job Title: Service Learning Coordinator/Marketing Advisor

School Summary: Furlow Charter School is a free public school serving students throughout Sumter County, Georgia. Our academic curriculum emphasizes project-based learning and service learning, with additional emphasis on fine arts and foreign language education. Furlow serves a student population of approximately 600 students in grades K-12. Our mission is to foster success among our diverse community of students, through innovative approaches to public education that encourage critical thinking and multi-disciplinary learning in an active, inclusive, and engaging educational environment. FCS is committed to fostering cultural awareness, inclusivity, social responsibility, and academic awareness through innovative pedagogy.

Position Summary:

Works with administration, staff, and scholars to coordinate service learning opportunities and provide instruction in marketing-related coursework. This position supports the school's mission by connecting scholars with meaningful community engagement experiences while also teaching marketing concepts that promote communication, creativity, and real-world business skills.

Essential Duties Include, But Are Not Limited To:

Service Learning Coordination

The primary function of the Service Learning Coordinator is to organize and manage service learning opportunities that connect scholars with meaningful community engagement experiences. Duties include, but are not limited to, the following:

- Coordinating and managing school-wide service learning assignments, opportunities and community service initiatives for scholars
- Assigning, grading, and providing feedback to relevant journal prompts or assignments
- Building and maintaining partnerships with local organizations, businesses, and community groups to expand service learning opportunities
- Tracking and documenting student service hours and assisting with service learning requirements or recognition programs
- Assisting teachers and advisors in integrating service learning experiences into academic or extracurricular programs
- Communicating service opportunities to scholars, staff, and families as appropriate
- Supporting service-focused events, projects, or community engagement initiatives

Marketing Instruction

In addition to service learning coordination, the Marketing Teacher provides instruction in marketing concepts and communication strategies that support real-world applications and school initiatives. Duties include, but are not limited to, the following:

- Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning, relying heavily on the principles of Project-Based Learning
- Develop lesson plans and assessments in accordance with established procedures and curriculum expectations
- Instruct and monitor students in the use of learning materials and equipment, utilizing relevant technology to support and differentiate instruction
- Utilize student data to plan effective instruction that results in increased student achievement
- Provide opportunities for scholars to apply marketing skills through projects that support school events, programs, and initiatives
- Support student involvement in marketing-related projects such as social media content, promotional materials, and event marketing
- Manage student behavior by establishing and enforcing classroom rules and procedures and maintaining discipline in accordance with school policies
- Provide appropriate feedback on student work, monitor individual progress, and adjust teaching strategies to support learning needs
- Maintain accurate and complete records of students' progress and development in accordance with school policies, district guidelines, and applicable laws
- Use universal screening information to identify scholars performing below grade level, implement appropriate interventions, and monitor student progress
- Prepare required reports on student progress and instructional activities
- Participate in department, school, district, and parent meetings, including PLC meetings, and communicate regularly with students, colleagues, and parents regarding student progress and needs
- Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds, including those with IEPs, 504 plans, and ESOL services

This is not an all-encompassing description, and the employee is expected to perform tasks as assigned by the administration.

Required Qualifications:

- Bachelor's degree and a valid Georgia Professional Standards Commission (GaPSC) teaching certificate, or the ability to obtain one.

How to Apply:

- Interested candidates should email the following to sduff@furlowcharter.org
 - A cover letter explaining your interest in the position.
 - Resume outlining your education, prior work experience, community/civic involvement history, and contact information for two professional references.

Furlow Charter School is an Equal Opportunity Employer. Furlow Charter School does not discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.