



Position Title: Student Services Coordinator, TSIC (Take Stock In Children)
Reports To: Director, TSIC
Department: Take Stock In Children
Prepared By/Date: Donna French/08-24-2011
Approved By/Date: Thomas Albano/08-25-2011
Revised:

Job Code: 0138
Job Group: PENC
Salary Grade: 14
FLSA Status: Exempt

Summary:

This position is responsible for implementing and managing accountability standards for TSIC-MD student services; whereby ensuring successful college transitions for all TSIC seniors. Monitors, manages, and continually improves quality of service delivery and execution of program goals and objectives.

Essential Duties and Responsibilities:

- Coordinates and integrates initiatives that promote and enhance student services
- Leads in the design, development and execution of student and parent workshops, seminars, and events for students, parents, personnel, sponsors, etc.
- Acts as liaison between TSIC-MD and partner organizations; as well as, with parents and students, communicating on a consistent basis to ensure active participation and adherence to guidelines
- Supervises Student Advocates and data management and tracking systems for student advocacy
- Supervises and manages student selection, including the development and implementation strategy for recruiting students
- Establishes and oversees the management of internal data collection systems for students and program files
- Promotes innovative and best practice policies and procedures that result in improving program effectiveness
- Facilitates and schedules staff development trainings for TSIC-MD
- Contributes to development of the local program goals and measurement criteria
- Participates in TSIC training meetings, workshops, and conference calls
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess ability to speak bi-lingual in either English/Creole or English/Spanish
- Possess excellent communication skills (both oral and written) demonstrating ability to successfully interact with all levels of management and employees
- Possess existing professional relationships with Miami-Dade County institutions and organizations
- Knowledge of Miami-Dade County Public Schools District and Board
- Knowledge of event planning
- Possess excellent organizational skills to include multi-tasking and follow-up
- Knowledge of recruitment, selection and interviewing
- Knowledge of Microsoft Office applications and office automation
- Possess excellent analytical skills in preparing comprehensive reports and interpreting data
- Ability to write routine reports and correspondence
- Ability to effectively collect, analyze, evaluate and prepare numerical data
- Ability to travel to all campuses as needed
- Ability to work a flexible schedule that may include evening and weekend assignments

- Ability to work in a multi-ethnic and multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand. The employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms and talk or hear. The employee may be required to sit for long periods of time and is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s Degree in Education, Philosophy, or related field from a regionally accredited institution and five (5) years of related work experience with a minimum of three (3) years of experience with a TSIC or similar program and at least two (2) years of supervisory experience in an administrative leadership capacity

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name