



Position Title: Part-Time Student Success Coach

Job Code: 8311

Reports To: Director, Testing

Grade: CT

FLSA: Exempt

Job Description:

The Part-Time Student Success Coach will serve as a mentor to the high school students participating in the program. The coach will meet with students on a regular basis at their schools and facilitate campus visits and summer camp activities for the grant.

Duties & Responsibilities:

- Recruits students to participate in the grant program
- Works with school official to identify and enroll students on targeted schools
- Meets with grant participants a minimum of two times per month in one-on-one sessions designed to increase motivation, achievement and academic success
- Identify resources for grant participants
- Assist the Activities Coordinator in the planning and execution of grant activities, including the Summer Camp and campus visits.
- Assist the Activities Coordinator with the coordination of presentations for campus visits and Summer Camp.
- Assist the Activities Coordinator with the maintenance of records for all grant participants, including permission forms, test scores, demographic information, individual case management notes, and attendance at grant activities.
- Provide the Activities Coordinator with the information necessary for reports as required by the Children's Trust Grant.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in Psychology, Education or related field and three (3) years of related experience

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name