

Lead College Success Coach Job Description

Organization Description:

The Education Foundation of Alachua County is a 501(c)3 organization located in Gainesville, FL. Our mission is to invest in the future of Alachua County Public School Students. The Education Foundation works closely with the Alachua County Public School district to create programming, which meets the needs of students and teachers in Alachua County.

Currently, The Education Foundation has 3 main initiatives:

1. Take Stock in Children – A scholarship and mentoring program working with low-income youth
2. Senior Scholarship – A college scholarship program open to all public high school seniors in Alachua County
3. Teacher Professional Development – The Education Foundation supports Teacher Professional Development in a variety of ways from Catalyst for Change, a competitive grant program available for teachers and schools awarding \$500-\$6,000 per year for innovative projects, to the Collaborative Classroom Project, to supporting the SBAC Professional Development Department.

The Position: The College Success Coach will provide direct services to students focused on building college and career readiness through individualized student support, workshops, and assistance to students and families during the college preparation and application process as well as the transition from high school. The position will have a caseload of approximately 65 students and additional administrative responsibilities.

Responsibilities: The College Success Coach will:

- Assist students with all aspects of college readiness and preparation.
- Plan and execute college readiness workshops.
- Support the development of study skills.
- Facilitate student preparation for taking the SAT/ACT.
- Track Senior data Information and conduct local and state research & outreach to help students with college enrollment criteria (including bright futures eligibility, ACT and SAT Prep)
- Attend College Readiness Professional Development Opportunities and report back findings to the team and work to develop and execute plans for implementation
- Assist in the administration of the wellness and resilience program by conducting national and local research and outreach including ACPS Parent Academy and System of Care offerings. Serve as liaison for referrals when other wellness interventions are needed.
- Assist students with completing college applications and the FAFSA.
- Identify potential problems and intervene when necessary to ensure student success, including direct intervention with students and/or parents, mentors, school employees (guidance counselors, teachers), etc.
- Track and report student compliance with Take Stock in Children program requirements including academic performance, attendance, and behavior.
- Communicate with mentors to ensure successful service delivery and collaborate to address issues as they arise.
- Implement, document, and monitor a student intervention plan for students not in compliance with their contracts.
- Monitor student/mentor session effectiveness and communicate with the mentor and Mentor Coordinator directly to resolve any issues with students receiving mentor services. (i.e. implementation of new/updated mentoring procedures)
- Assist Student Services Coordinator in organizing and facilitating college readiness workshops and/or seminars for the TSIC students.
- Monitor student college readiness tracking in TSIC database and class Google Spreadsheet including workshops attended, college applications and colleges accepted, FAFSA completion, scholarships obtained, and test scores.
- Complete assessments, student success plans, documentation, data entry, and maintain files on students to ensure the program is in compliance.
- Promote the TSIC program and scholarships at assigned schools.
- Document student success plans, progress, and mentor activities.
- Assist with planning Take Stock in Children activities and events and attend them when required.

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- Collaborate with School Coordinators, college staff, and other education personnel for student success.

Core Qualifications:

- Postsecondary degree required.
- Passion for helping break the cycle of poverty through higher education.
- Ability to build supportive relationships with at-risk youth.
- Strong communication skills and a professional demeanor with students, parents, mentors, and staff, both in person and over the phone.
- Embody a strong connection to Take Stock in Children's mission and value along with a desire to serve and work with diverse populations, especially disadvantaged youth.
- Manage key reporting and lead discussions on key findings related to college readiness
- Ability to attend functions in the evening and on weekends as required.
- Have access to adequate transportation to attend off-site meetings and functions on a regular basis.

Employment Eligibility:

- All offers of employment at Take Stock in Children are contingent upon clear results of a thorough background check as required by federal, state, and local agencies.
- Work Environment: Employees work in classroom, office and school environments and engage in occasional travel to monthly trainings and service activities. The employee is frequently required to stand and sit for extended periods of time.
- Proof of employment eligibility as required by law.
- Proof of any diplomas or degrees indicated as a core qualification. • Registered sex offenders (or anyone required to register) or individuals convicted of a felony crime are prohibited from employment with Take Stock in Children.
- Two completed reference forms.

Personal Qualities and Skills Required:

- Must relate well with students
- Strong written and oral communication skills
- Attention to detail and ability to be a team player for a small nonprofit
- Work evenings for student events as needed
- Ability to set and achieve mentor recruitment goals
- Knowledge or understanding of volunteer recruitment approaches
- Ability to implement innovative, creative approaches to mentor recruitment
- Ability to work on multiple tasks
- Ability to track, monitor, and report performance
- Proficiency in working with various computer applications, including, but not limited to Microsoft Word, Excel, and Access
- Applicant must have reliable transportation**

Supervisor: The Education Foundation Director of Programs

Education: Bachelor's Degree or higher

Compensation: Approximately \$22 per hour

Anyone who is interested should send their cover letter and resume to Tia Brock-Paul at Brocktt@gm.sbac.edu

As an equal opportunity employer, Take Stock in Children hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.

