

## **JOB DESCRIPTION: PKZ Academic Coordinator**

**Benefit Group: CM**

**Pay Grade: NB112**

### **NATURE OF WORK:**

Performs professional level work to facilitate and support implementation and expansion of Student Advocate Program including recruitment, training and supervision of student advocates, creating tutoring/advising schedule based on a review of student data, conversations with school level staff, etc., quality review of accountability documents: Academic Success Plans, Progress Updates, creates a college portfolio system for grades 6 – 12 facilitated by the student advocates. Work is performed under the supervision of the Children and Education Program Manager. Employee maybe required to work evenings, weekends, and holidays.

### **EXAMPLES OF WORK PERFORMED:**

**NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO THE POSITION.**

#### Organizational

Direct staff to ensure efficient, successful program delivery • Maintain open communication with Academic Team including, Academic Coordinators, Student Advocates, Data Specialist and Program Aides regarding the progress of participants in their group/program • Co-plan and facilitate professional development for the academic team following a specified calendar and predetermined areas identified to strengthen program offering aimed at acquiring knowledge of various community based and governmental resources to support children and their families. • Maintaining communication loop between school administrators, other school level staff, and PKZ academic team • Liaison with educational partners from the middle school to collegiate level • Staff Recruitment • Establish and maintain collaborative relationships with city agencies, community organizations, schools, and parents • Foster strong relationships and effective communications with PKZ senior leadership and staff • Participate in all agency functions and project activities.

#### Data Collection & Monitoring

Obtain and analyze OCPS data • Supervise data specialist and the timely collection, dissemination of pertinent data to the PKZ academic team, intern coordinators and other staff designated by supervisor • Meet reporting requirements for all grants as communicated by the grants manager • Ensure programs consistently meet and exceed grant goals and metrics • Monitor the completion and maintenance of student files following a specified schedule and accountability system • Supervise data specialist in the routine audit of student files.

#### Programmatic

Utilize data to make informed programmatic decisions for academic intervention e.g. tutoring, ACT/SAT preparation and enrichment e.g. college tours, assist in the selection and placement of students in special programs

#### Student Support Services/Referrals

Support student advocates in linking students to academic, counseling, or enrichment services • Monitor and support Academic Team referrals, for academic support or to promote the health and safety of children, families in crisis

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of youth development and behavior theories and principles, educational intervention and effective practices and strategies for intervention and prevention of delinquency. Knowledge of available resources and programs for servicing targeted at-risk youth. Knowledge of the challenges faced by youth and their families who reside in high poverty, high crime neighborhoods. Knowledge of methods of building community consensus and leading teams toward achievement of common goals. Assessment and case management skills Planning, organization and prioritization skills Strong communication (both oral and written) and interpersonal skills. Ability to make presentations and lead community groups comprised of professionals in education, non-profit, law enforcement, faith and other disciplines. Ability to persuade and inspire youth and build meaningful relationships with disengaged youth. Ability to develop, plan, organize, implement, and evaluate programs effectively. Ability to negotiate effectively with other professionals and with representatives of collaborating community organizations. Ability to research, analyze, and recommend appropriate course of action. Ability to identify complex problems, evaluate situation, review options, resolve issues, make prudent decisions, and deal effectively with various and difficult situations. Ability to establish and maintain effective work relationships with others including managers, staff, clients, other agency specialists and professionals, and the public.

Commitment to the mission, practices and procedures of PKZ programs, ability to effectively engage and motivate students while setting an example in all areas, including time, attendance, attire, patient, motivated, well organized, with exceptional communication skills, dedicated to providing positive outcomes for children and families residing in Parramore, comfortable working in a growing, solution driven organization

### **MINIMUM QUALIFICATION REQUIREMENTS:**

Bachelor's degree in social work, psychology, education, or other related field with three (3) years of academic program coordination or teaching experience. A Master's degree in social work, counseling, education, or other related field is desirable. Proficiency in Microsoft Office (Word, Excel, Powerpoint, Outlook) required. Valid Florida Drivers License required. Requires successful completion of a criminal background check.

