

PCHS Success Coaches

Hours/Shift: Monday – Thursday 7:30-5:00, Friday, 7:30-4:00 (8:00-4:00 instructional time, 7:30-8:00 tutorials, 4:00-5:00 tutorials)

Is overtime required: Occasionally

Is travel required: Yes, travel to various venues/fieldtrips/recruitment

Other: Occasional Saturdays and evenings (as needed for program consistency)

Position Description: Designs, implements, and manages an assigned program. Typical duties can include but are not limited to:

- identifying funding opportunities,
- conduct program assessments,
- prepare program reports,
- oversee and manage program marketing and communication,
- manage program databases
- supervise program staff (ex: WBU tutors)
- plan research activities
- coordinate program events
- participate in strategic planning
- Manage program files
- Establish program standards and objectives
- Direct logistical activities to promote the success of the program
- Develop and implement project timelines and ensures deadlines are met
- Oversee program budget
- Ensure goals and objectives of grants are met
- Assists in proposal writing
- Comply and analyze program statistics.

Major/Essential Functions: Typical duties can include but are not limited to:

- Advising new and continuing dual credit students on program requirements and university academic policies to ensure success.
- Shadow students in college classes.
- Track at-risk students and notifications of progression of students.
- Help students monitor syllabi and meet deadlines.
- Monitor academic behavior and promote critical thinking skills.
- Assist students with creating schedules to balance work/extracurricular activities at the direction of the Academic Advisor.
- Build and monitor tutor led study groups.
- Assist students in utilizing Common Instructional Framework study success strategies.
- Guide students in setting up electronic calendars for due dates, quizzes, homework, etc.
- Supports students in becoming self-advocates with professors.
- Collaborate with the PCHS administration on parent seminars and fieldtrips.
- Communicate with professors to meet needs of students.
- Report concerns and progress to the PCHS administration.

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 - Manage program databases
 - Supervised program staff
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Essential Job Functions

- Provide real time academic, social, and emotional supports to dual credit students under the direction of the PCHS principal and academic advisor (25%)
- Compile, submit, and maintain regular progress reports to PCHS principal and academic advisor (5%)
- Support PCHS record keeping and documentation activities (5%)
- Participate in all PCHS professional development and campus support activities as assigned by the PCHS principal (5%)
- Provide embedded support in specific courses as assigned by the PCHS Principal (20%)
- Lead tutoring sessions and guided study groups both during and outside the normal school day as assigned (10%)
- Conduct regular review of ISD and University academic calendars and advise PCHS principal and IHE liaison in addressing misalignments (5%)
- Serve as primary point of contact for classroom teachers and college instructors (5%)
- Maintain facility with Common Instructional Framework and support interventions with dual credit students and professional development with PCHS/PHS classroom teachers. (20%)

Level of supervision: moderate (access to supervisor and/or lead coworker when needed)

Global Competencies:

- Quality of customer service/relationship with others/communication (oral and written): respectful, cooperative, and effective in getting along with a diverse group of employees and customers. Express ideas/information in complete, clear, concise, organized, and timely manner. Actively listens to others and is open to suggestions.

- Compliance/Staff Development: complies with all university and departmental rules, laws, policies, and procedures; attends all required training or certification programs with the specified time frames.
- Planning and Organizing work/Quality of Work/Initiative/Adaptability: Effective and efficient utilization of time and resources. Anticipates and responds to the needs of the school.
- Dependability/Accountability: Degree to which the employee can be relied upon and completes tasks in a timely manner.

Qualifications

- Required Skills, Knowledge, and Abilities: The attributes required to perform the job that are generally demonstrated through qualifying service, education, or training.
 - Demonstrated success in problem-solving, critical thinking, effective multitasking, troubleshooting, decision-making, counseling, conflict mediation, and deadline attainment.
 - Knowledge and understanding of evidence-based approaches to student academic advisement, development, retention, trends, and programs.
 - Ability to maintain strict confidentiality.
 - Excellent interpersonal and networking skills.
 - Excellent written and verbal communication skills.
 - Computer proficiency including Microsoft Office and database management and other relevant software.
 - Ability to work evenings and weekends as needed.
 - Ability to travel as needed.
- Preferred skills, Knowledge, Abilities: Preferred knowledge, skills, and abilities, in addition to the required knowledge, skills and abilities.
 - Experience in an educational setting performing academic advising or equivalent combination of education and experience.
 - Experience in supporting non-traditional students in the college environment.
- Required Qualifications:
 - Two years of experience working in an academic setting