



## JOB DESCRIPTION

<b>Job Title</b>	Academic and Social Emotional Coordinator
<b>Department</b>	Teaching and Learning
<b>Reports To</b>	Director of Student Services
<b>Classification</b>	Hourly Classified
<b>Location</b>	Non-Title I Schools
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	189 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Academic and Social Emotional Coordinator advocates for and communicates the needs of students experiencing homelessness in the District. This position provides mentorship to students at Non-Title I Schools. The Coordinator meets with students to build relationships, and empower students to engage in their learning. The Coordinator helps families seek out community resources and assistance in accessing those resources as needed.

## Essential Job Functions

- Provides assistance to and advocates for students and families who have experienced homelessness.
- Confers with school counselors, social workers and teachers on the needs and progress of students to support academic and social and emotional success in and out of the school.
- Establishes and maintains good communication with students, staff, administration, and families.
- Maintains accurate records of interactions with students and families.
- Maintains confidentiality of student information and materials.
- Motivates students and builds student self-esteem through positive relationships.
- Ensure students experiencing homelessness have good attendance and stay engaged in school.
- Collaborates with the District Homeless Coordinator to arrange transportation to and from school as needed.
- Encourages students to engage in extracurricular activities at school and in the community.
- Works with building principals, counselors, social workers and teachers to assist students in preparing for post-secondary opportunities.

## Ancillary Job Functions

- Attends faculty meetings, PTA meetings, and other meetings as required.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Two years of recent work experience with school-aged students in an educational setting.
- Possession of minimum of associate degree or 48 credits from an accredited higher education institution.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Previous counseling and/or teaching experience with diverse student populations.
- Experience working with students in at-risk situations.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to identify and use community resources.
- Ability to work towards established program goals.
- General working knowledge of standard office equipment.
- Knowledge of math, language arts, science, and other academic subjects.
- Ability to assist with grant writing and related reports.
- Ability to travel between office, schools, and community resource locations.
- Ability to use mature judgement in all situations.
- Excellent communication skills.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school environment and moderate noise levels.

**Physical Requirements** – The physical demands described below 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 essential functions.

- Regularly required to talk and listen.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.