

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** T S I C Supervisor Student Services

## **GENERAL DESCRIPTION**

The essential function of the position within the organization is the responsibility for the Take Stock in Children program. The position will be responsible for assisting in the management and implementation of the TSIC program in Monroe County; handling administrative functions as well as supporting the TSIC team.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

1. *Assist in daily operations and administration of assigned TSIC Program; assumes responsibilities of the TSIC Program Coordinator in his or her absence.*
2. *Keep supervisor informed of events and activities of an unusual nature as well as routine matters related to supervisor's accountability.*
3. *Provide leadership for and supervision of TSIC administrative and support staff and of TSIC activities as assigned.*
4. *Develop collaborative teamwork across multiple stake holders to ensure meeting or exceeding TSIC key performance indicators and achievement of local programs goals and grant requirements.*
5. *Assist in coordinating and implementing annual TSIC student application process which includes identifying eligible applicants, distributing, collecting, and collating applications, preparing application review, selection, communication, orientations, and contract signing ceremonies.*
6. *Monitor, manage, and continually improve quality of program delivery; and ensure effective delivery and execution of program goals and objectives.*
7. *Conducts student monitoring meetings with success coaches and related stake holders as needed to assess adherence to requirements of TSIC Student Agreement and TSIC standards.*
8. *Develop and implement in collaboration with success coaches student progress plans as appropriate to reinforce adherence to TSIC Student Agreement and TSIC standards.*
9. *Develop, implement, and oversee required student college and career readiness workshops and additional opportunities including but not limited to college tours and 8th grade overnight.*
10. *Demonstrate commitment to children and youth with a strong focus on achieving high outcomes for students.*
11. *Provide database quality control by investigating and reporting inconsistencies.*
12. *Collaborate with staff and schools to ensure that the TSIC database provides required information, is used to its fullest capacity meeting TSIC programmatic goals.*
13. *Follow data entry, collection, and reporting procedures as part of a balanced scorecard and key performance indicator system.*
14. *Collect, document and report data on key performance indicators, including student data, in the areas of mentor recruitment, participation, application processing, screening, training, matching, and session frequency, as well as college and career readiness.*
15. *Enter grant required data on TSIC students, mentors, and college success workshop attendance, GPA, school attendance, and other required programmatic data.*
16. *Design, develop, and provide queries and reports from FOCUS, STAR, Renaissance, and the TSIC database to comply with grant requirements and TSIC program needs.*
17. *Perform various administrative/office duties as necessary, including preparing reports and correspondence,*

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** T S I C Supervisor Student Services

*compiling information and data for reports, copying and filing documents.*

18. *Compute or perform arithmetic operations; collect, classify, copy, transcribe, enter, or post data or information by utilizing MCSD and TSIC Database.*
19. *Build enthusiasm and commitment to local program goals on the part of all local constituencies.*
20. *Assist and collaborate in planning and execution of diverse scope of events (TSIC celebrations, mentor recognition and students/mentors).*
21. *Collect and provide TSIC publicity material, including but not limited to student and mentor spotlights, for regular newsletters, marketing materials, and social media.*
22. *Assist in promotion of Take Stock in Children in the local community in a wide range of venues, within a diverse scope of constituencies.*
23. *Develop a mindset of continuous improvement by keeping abreast of developments and innovations in the profession, participate in relevant workshops, webinars, and conferences, and share knowledge with TSIC staff.*
24. *Represent the school and District at various professional and community meetings as appropriate.*
25. *Assist in the development and maintenance of a positive TSIC community presence and rapport.*
26. *Communicate with schools and district to ensure consistent service delivery.*
27. *Assist in ensuring that all school and District policies are effectively explained and implemented.*
28. *Develop, implement and oversee strategy for recruiting mentors and to achieve a mentor for every TSIC student.*
29. *Ensure that all mentors are matched with students in a timely manner and that sessions are conducted in accordance with program standards for one hour each week and monitor hours.*
30. *Ensure that potential mentors participate in a background check in a timely manner as required by state law.*
31. *Collaborate in planning and executing mentor appreciation, recognition, retention, and training activities.*
32. *Collaborate with Take Stock in Children College Success Coaches, school coordinators, and liaisons to develop successful mentor/mentee relationships.*

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** T S I C Supervisor Student Services

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of effective methodologies.

**Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money

**Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Use basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

**Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

**Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

**Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

**Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** T S I C Supervisor Student Services

*Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.*

**Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

**Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of a Bachelor’s degree in education, counseling or related field.

Master's preferred.

**Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Appropriate State of Florida professional certification as required and applicable.

**Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Minimum of three years of experience in education or social work with a focus on children preferred.

Minimum of two years supervisory experience in an administrative leadership capacity.

Minimum of two years experience with Take Stock in Children program preferred.

**AMERICANS WITH DISABILITIES REQUIREMENTS**

**Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** T S I C Supervisor Student Services

Requires sedentary work involving standing or walking for brief periods, exerting up to 30 pounds of force on a regular basis, and some dexterity in operating office equipment.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

TSIC Program Coordinator

**Supervises:**

TSIC Success Coaches

PAY GRADE: From: CC-1 To: CC-13

Exempt

Number of Months: 11 Number of Days: 220 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

**MONROE COUNTY SCHOOLS  
POSITION DESCRIPTION**

**Title:** T S I C Supervisor Student Services

Board Approved 6/14/2022