

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Take Stock In Children Success Coach

GENERAL DESCRIPTION

The essential function of the position within the organization is to manage and deliver the Take Stock in Children program to all eligible students by performing various routine-to-moderately complex coordination work to help ensure efficient and effective operations. The position is responsible for assisting students, parents and mentors as well as maintaining various records and reports with accuracy. The position is also responsible for assisting with programs and activities, providing professional and courteous customer service at all times, and performing related work as assigned. The position works under administrative supervision according to procedures; decides how and when to complete tasks.

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.

Recruit, screen, train and support TSIC Mentors.

Monitor student/mentor session effectiveness and communicate with the mentor directly to resolve any issues by serving as a liaison between mentors, principals, guidance counselors and other school personnel while collaborating with the Program Coordinator.

Provides program support and coordination of TSIC activities in the assigned area school(s) and encourage attendance at such activities. This includes, but is not limited workshops, field trips, summer programs, mentor meetings, and/or parent meetings.

Identify potential problems and implement interventions when necessary to ensure student success; this may include direct intervention with students and/or parents, mentors, guidance counselors, teachers, or outside community resources, etc.

Monitors and track students' academic performance, attendance and behaviors. The TSIC Success Coach will enter and maintain student and mentor records into computer database, including registrations/withdrawals and other information; maintain probationary records and prepare related notices and correspondence; including the tracking of graduates from the TSIC program.

Assists with new student applications and orientation, as well as student withdrawals/removals. Assist students in achieving academic success and secure additional support services, as needed. This is to include, but not limited to assistance with college applications and financial aid.

Coordinate and conduct college prep workshops that are grade level appropriate.

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Prepares, types, copies, files, transmits and/or mails various routine and confidential letters of correspondence, forms, spreadsheets, records and reports.

Performs other routine office duties as necessary, which may include scanning documents, copying and filing documents, collating materials, faxing information, maintaining logs and lists, processing incoming and outgoing mail, sending and receiving faxes.

Coordinates program activities on campus and TSIC events as required.

Responds to inquiries and requests for assistance from school/District personnel, students, parents, mentors and the general public in areas of responsibility.

Attends meetings, training and workshops as required to enhance job knowledge and skills.

Supervise and manage student selection and mentor recruitment, including the development and implementation strategy for recruiting mentors;

Supervise data management and tracking systems for student advocacy and mentor relationships

Implement and manage accountability standards for advocacy and mentor retention.

Ensure all TSIC students meet all high school graduation requirements including the number of earned credits, GPA, FCAT/EOC results, required coursework and community service hours.

Ensure most, if not all TSIC are “college ready” and take all “college track” courses, and all optional testing opportunities to determine college readiness. If remediation is necessary, the TS Success Coach will ensure that all students receive remediation classes prior to high school graduation.

Ensure that all TSIC students attempt to qualify for the Florida’s Bright Futures Scholarship, including taking the correct courses, tanking the PSAT, ACT, and SAT preparatory and actual tests, and developing a program of community service.

Maintain communication with TSIC high school graduates and track their progress in post-secondary institutions, both in-state and out-of-state.

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.

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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.

Computes or performs arithmetic operations; collects, classifies, copies, transcribes, enters, or posts data or information.

People Responsibility:

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

Provides assistance to people in achieving task completion; speaks with or signals to people to convey or exchange information.

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.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Contribute to development of the local program goals and measurement criteria.

Communications Requirements:

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

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

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.

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Performs work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional 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.

Handles machines, tools, equipment, or work aids involving some 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 responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

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.

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.

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Requires a minimum of twelve months of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

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

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 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.

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:

School Superintendent

Supervises:

N/A

PAY GRADE: From: 11801 To: 11825

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Number of Months: Number of Days: Hours:

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

Employee _____ Date _____

Board Approved 9/21/2021