

Union Public Schools Job Description

Position Title: Student/Parent Support Specialist for Early College High School (ECHS)
Department: Teaching and Learning
Reports To: Site Principal/Senior Executive Director of Instructional Services
FLSA Designation: Exempt

SUMMARY: To serve Early College High School students as they navigate high school, college prep, and college classes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Provides emotional and academic support, coping strategies, resources for time-management, personal and interpersonal needs of ECHS students.
- Monitors academic progress of ECHS students in high school and college courses meeting at least twice during each quarter with each student individually, more frequently as needed.
- Provides or seeks out language support and language acquisition for ECHS students.
- Coordinates academic support for students in need during the ECHS elective.
- Collaborates with ECHS elective teachers regarding the academic grit and endurance students are or are not acquiring.
- Communicates with high school teachers of all ECHS cohorts.
- Meets quarterly with each student individually as a touchstone – increase meetings on as needed basis.
- Serves as a communicator between ECHS cohort(s), class principals, academic counselors, on-site mental health providers, tutors, college coach(es), traditional high school teachers, College and Career Advisor(s), Tulsa Community College Advisor(s), co-curricular coaches and/or directors, ECHS students and parents as students juggle co-curricular, curricular, and personal responsibilities throughout their four years in high school.
- Seeks and directs students toward resources for academic assistance, counseling assistance, family counseling as needed.
- Seeks and directs students toward resources for social/emotional assistance or mental health needs.
- Teams with ECHS Principal to coordinate informational meetings with ECHS students.
- Coordinates and collaborates with College and Career Advisors at UHS to facilitate College and Career Awareness activities first semester of sophomore year and beyond.
- Coordinates language support for parents.
- Assists stakeholders (traditional teachers, academic counselors, administrators, etc.) understand the academic, social, and emotional needs of a student transitioning to college after high school.
- Assists in facilitating a college-going culture from middle to high school
- Facilitates at least four (4) parent meetings – informational and on-going – each year for each cohort to include but not limited to:
 - High school graduation requirements
 - Oklahoma Promise
 - Differences between college and high school classes/culture
 - College admission exams

- College Degree seeking steps
- Career Awareness
- Scholarship opportunities
- Financial aid for college; FAFSA
- And other pertinent and timely pieces of information
- Facilitates near-peer collaboration opportunities between ECHS cohorts, working with ECHS principal and ECHS College Coach.
- Facilitates near-peer advisory groups allowing UHS students and ECHS students to hold information sessions.
- Works well with both supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties as assigned by the principal and/or Senior Executive Director of Instructional Services.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Bachelor's or master's degree in social work, education, or counseling, master's degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Oklahoma teaching certification preferred.

LANGUAGE SKILLS: Ability to read and interpret complex information. Ability to write routine reports and correspondence. Ability to communicate clearly before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to build community partnerships and maintain working relationships. Proven skills in leadership, group facilitation, coordination, marketing, budgeting, data collection and evaluation. Ability to demonstrate cultural sensitivity and work with a diverse group of people. Ability to adhere to school policies and procedures. Ability to organize, prioritize, and respond to deadlines while working on multiple tasks.

PHYSICAL DEMANDS: *The physical demands described here 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 the essential functions.*

While performing the duties of this job, the employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate, although it can vary depending on daily activity.