



PROGRAM COORDINATOR – STUDENT ALLIANCE COMMUNITY

Position Summary

The Student Alliance Program Coordinator works to improve the lives, experiences, and futures of high school students. Each Student Alliance Program Coordinator focus on a specific community within the school. The Student Alliance Program Coordinator sponsors academic, cultural, and social activities that serve the entire school community while at the same time attending to the needs and futures of the students who identify with that community. Through these events, the Student Alliance Program Coordinator provides opportunities for students to develop leadership skills, a stimulating learning environment, and cultural awareness.

Ideal candidates will have a deep connection with the specifically identified community, established connections with community organizations, and an established track record of youth empowerment/community organization who are excited by the opportunity to design and implement comprehensive experiences for high school students through our identified Student Alliance. This is an extraordinary opportunity for individuals who are passionate about improving student lives, closing persistent opportunity gaps, and bettering young people's prospects for a life beyond the ordinary.

Supervisory Relationship

This position reports to the Director of Equity, Inclusion and Instruction.

Essential Functions

1. Plan, organize and coordinate the specific Student Alliances Community across the district's four comprehensive high schools.
2. Recommend and assist in the implementation of program goals and objectives.
3. Create strategic partnerships with local community organizations and agencies to support and promote empowerment amongst historically marginalized student communities.
4. Collaborate with school and district leadership on strategies on how institutional structures could be changed to better meet the needs of student alliance members.
5. Collaborate with academic and support staff across the district to provide timely and proactive academic and culturally sustaining support for students tailored to their needs.
6. Help provide school-wide activities that promote equitable academic, social, and cultural outcomes.
7. Identify and help to bring about the changes required so schools are welcoming and inclusive institutions where all students experience a sense of belonging and place.
8. Collaborate with on-site advisors at each school.
9. Provide information and answer questions for the public; investigate complaints to recommend and implement corrective actions as necessary to resolve complaints.
10. Market and promote programs and services including the preparation of fliers, newsletters, pamphlets, brochures, and public speaking.
11. Monitor and evaluate program budgets. Assist in budget preparation and monitor and

- control expenditures; the preparation of cost estimates for budget recommendations; development of justifications for budget items.
12. Coordinate the scheduling and reservation of District facilities for use.
 13. Support students within the alliance to make the most of their high school years by taking advantage of programs that align with their post-secondary goals.
 14. Support students within the alliance to establish a network of individuals and opportunities that enhance their chances of meeting their post-secondary goals.
 15. Collaborate with school administrators to improve relationships and partnerships with families within the alliance community.
 16. Collaborate with school counselors and teachers to ensure students remain on track for graduation.
 17. Support and help foster a culturally rich environment within the district and schools which members of the alliance are likely to readily connect.
 18. Closely monitor student progress and create protective factors within each school to improve the student experience.
 19. Engage families in regular conversations about student progress, personalized plans, and how the school can help.
 20. Monitor program compliance with laws, rules, regulations, and policies related to provision of program services.
 21. Maintains valid driver's license and vehicle available for use on the job.
 22. Maintains regular and prompt attendance.
 23. Perform other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge and ability to work effectively with all students with particular attention to the physical, academic, emotional, and social needs of youth.
2. Ability to outreach and program for a diverse variety of student needs including language, academics, ability, income-level, familial status, gender, race, ethnicity, and sexual orientation.
3. Strong organizational skills and the ability to plan, prioritize and coordinate programs and staff.
4. Strong positive interpersonal skills, mediation skills, problem-solving skills, and the ability to communicate effectively, both orally and in writing.
5. Ability to exercise diplomacy and sound judgment in confronting and resolving conflicts and complaints.
6. Ability to work independently with minimal direct supervision.
7. Adaptability to organizational, supervisory, community, and program changes.
8. Ability to respond to diverse and ever changing needs of the program, district, and public.
9. Ability to balance and deliver on multiple tasks with, at times, hard deadlines.
10. Demonstrated familiarity and connection to the identified student alliance community.
11. Knowledge of high school culture and operations.
12. Demonstrated data and analytical skills.
13. Experience collaborating with community organizations and establishing partnerships between equally complex organizational cultures.
14. Ability to use current office technology and equipment (e.g., computer systems, fax, copiers, etc.).

Minimum Qualifications

Education and Work Experience

- Must be Highly Qualified according to No Child Behind (NCLB); **AND**
- Graduation from a two year college with major course work in education, community services, human services, recreation, public administration or related field; and at least two years of experience in recreational programming, social services, human services, community services or related areas; **OR**
- Graduation from a four year college or university in education, community services, human services, recreation, public administration or related field; **OR**

Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to perform the job. Assessment and approval of variations is performed by the Human Resources Department.

Work Environment

Work is performed in a classroom or other similar type environment at schools, other District facilities, community centers, etc.

ADDITIONAL INFORMATION	
Employee Unit	OSEA
Pay Grade	Grade 12 – 10 Month Calendar
Developed by	Misael Flores, Director of Equity, Inclusion and Instruction Karen Hardin, Director of Human Resources
Reviewed by	Bernadette Adeniran, Human Resources Administrator
Approved by	Cydney Vander, Superintendent
Last revised	July 13, 2021