



Take Stock in Children College Readiness Coach



Department:	Take Stock in Children (TSIC)
Reports to:	TSIC Program Director
Description:	<p>This is a part-time (18 to 20 hours per week), year-round position responsible for providing support to Pasco's Take Stock in Children Program. This is a grant-funded position starting at \$21 per hour. Fiscal year is July 1 through June 30.</p>
Responsibilities:	<ul style="list-style-type: none">• Support and contribute to the success and mission of TSIC and its lead agency, the Pasco Education Foundation.• Support and have a working knowledge of the TSIC state program, its missions, and standards.• Support and have knowledge of Pasco County Schools, its mission, and guidelines.
Position:	<p>The College Readiness Coach will provide direct services to students focused on building college and career readiness through individualized student support, workshops, and assistance to students and families during the college preparation and application process as well as the transition from high school.</p> <p>Responsibilities:</p> <p>The major duties and responsibilities of this position include, but are not limited to the following:</p> <ul style="list-style-type: none">• Assist students with all aspects of college readiness and preparation. This includes fostering good academic habits, facilitating preparation for standardized testing, and assisting/supporting students in their college application and financial aid application processes.• Work with TSIC team to plan and execute college readiness workshops and program events.• Identify potential problems and intervene when necessary to ensure student success, including direct intervention with students and/or parents, mentors, and school staff.• Track and report student compliance with TSIC program requirements, including academic performance, school attendance, and behavior.• Communicate with TSIC Mentor Coordinator and mentors to ensure successful service delivery and collaborate to address issues as they arise.

Skills/Attributes:

- Properly document quarterly coaching visits and student/guardian communication. This includes use of Take Stock's CRM system and forms.
- Collaborate with School Coordinators, college staff, and other education personnel for student success.
- Strong communication skills and a professional demeanor with students, parents, mentors, and staff, in both verbal and written communication.
- Ability to work well as part of team.
- Strong time-management skills.
- Embody a strong connection to Take Stock in Children's mission and values, along with a desire to serve and work with diverse populations, especially disadvantaged youth.
- Ability to attend functions in the evening and on weekends, as required.
- Comfort with effective public speaking and community engagement.
- Comfort with (and/or willingness to learn) use of online databases and systems to retrieve and enter data and documentation.

**Required
Experience &
Employment
Eligibility:**

- Postsecondary degree required.
- Experience working with educational institutions, non-profits or school districts is desirable.
- Experience working with middle and high-school aged youth and experience with at-risk populations is a plus.
- All offers of employment are contingent upon clear results of a thorough background check as required by federal, state, and local agencies.
- Work Environment: Employees work in office and school environments and engage in travel for school-based visits, trainings, work events/functions. The employee is frequently required to stand and sit for extended periods of time. Flexibility to work virtually on a limited basis may be assessed as needed.