



Job Description - Position Profile

Position Title: Academic Coach- ARESET

Reports To: Program Manager

Classification: Hourly

Position Summary:

Assists the Workforce Ready Program Manager in the planning and implementation of activities and programs which will help participants to get the experience and skills needed to get jobs or get better jobs through enrollment in the A-Reset program.

Responsible for providing career coaching / case management and support to participants in the ARESET program as well as providing leadership and training. Additional duties include maintaining quality service delivery, documentation, management of outcomes and instructing participants in short-term certificates and customized courses in accordance with ARESET grants.

Primary Responsibilities

- Assists in the collection of data including demographics, educational attainment, basic skills, literacy, work experience, and public benefits on individual participants.
- Assists in developing individual academic plans for each participant through assessing the participant's education, skills, job experience, job interests, and readiness for employment.
- Assessing barriers to work, such as disabilities, criminal background, family composition, housing circumstances, childcare needs, and transportation needs.
- Assisting participant in resolving and removing those barriers and suggesting resources that will help resolve some of the barriers to employment.
- Establishes and discusses a training schedule with goals, objectives, and activities with supervisor.
- Responsible for supervision of participants during academic enrichment activities.
- Monitors participant progress at least once a month, but ideally more often.
- Maintaining an internal case file on each participant and inputting data as required by DHR and SAFE.
- Conducts assessments and evaluations as deemed necessary.
- Assists with planning and implementing enrichment activities designed to promote family involvement.
- Attends trainings and workshops provided through the ARESET program.



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Knowledge, Skills and Abilities:

- To perform the job successfully the individual must have experience in education.
- Individual must be skilled in verbal and written communication skills.
- The individual should have knowledge of participant achievement goals, educational curriculum, and assessment data.

Qualifications:

- A minimum of a Bachelor of Science degree in education or related field is required.
- Experience in academic and educational services is a benefit.

This is a part-time position.

Essential Functions/Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Reaching, bending, lifting, carrying, and must be able to lift minimum of 20- pounds to chin level without injury.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE Family Services Center are employees "at-will." Additionally, an employee will not be reimbursed for accumulated leave upon either voluntary or involuntary separation from employment. I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date

Manager / Supervisor

Date