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I Know I Can College Success Coach Job Description

Job Summary:

I Know I Can (IKIC) is a non-profit college access organization established in 1988 with a mission to inspire, enable and support Columbus City Schools (CCS) students as they pursue and complete a college education. Under a new partnership with Franklin County Jobs and Family Services, we are expanding our mission to include students and families in Southwestern and Whitehall School Districts. The Success Coach will be one half of 2-person school based team focused on career and college readiness and planning with a focus on the early high school years—9th and 10th grades.

IKIC achieves its mission by providing access to the materials, financial support, mentoring, and counseling services needed to help students and their families overcome barriers and achieve their college dreams.

Essential Duties and Responsibilities:
All activities performed in this position occur in close collaboration with the school counselor and principal, teachers and staff.

- Works to create a college-going culture in the 9th and 10th grades using real-time data as well as a college and career strategic planning tool (Naviance). In collaboration with counselor and teachers, ensures that Naviance is integrated into the school building.
- Meet individually with students and families to provide support and guidance in the process of preparing for college, including: high school preparation and transition, college and career knowledge, financial preparedness and college admissions preparation.
- Provide group presentations, large and small, for students, parents and CCS representatives in the schools and at the IKIC office **(**the presentations range from supporting the district's Naviance Implementation Plan to pre-college seminars)
- Work to increase college readiness within the school district, by educating students, families and district representatives on the programs and services provided by the organization
- Assist and lead after-school (evening and weekend) college planning activities pertaining to Blueprint:College (parent seminars on college readiness)
- In collaboration with school team, plans and implements Road-mapping to ensure strategic planning around career and college readiness
- In collaboration with school team, plans and implements summer bridge opportunities.
- Manage data on college planning activities to ensure students are completing necessary milestones
- Provide timely updates and data reports on status of achieving individual and organizational goals
- Attend IKIC staff meetings
- Support the district's goals to implement and achieve the State of Ohio's College and Career Readiness mandates, supports school counselor in student success planning

School-Based Responsibilities:

- Provide IKIC support to assigned high school, grades 9 and 10
- Attend school events, building staff meetings, parent nights, and extra-curricular events including but not limited to; back to school events, school staff meetings and college nights

- Complete assigned Naviance curriculum via classroom presentations, one-on-one interactions, or provide overview during IKIC programming involving parents
- Implement creative programming around college and career throughout the building; work collaboratively with counselor to provide teachers with student level information about career interest, Naviance surveys as well as helpful information regarding career trends, job qualifications etc.
- Prepare and conduct information sessions in conjunction with the school counselor on the following topics: pathways, high school choices and transition, college planning, intentional summer planning, college credit and career trends
- Work with feeder middle school to ensure 8th to 9th grade transition is smooth. Conduct sessions in middle school for families and school personnel on career and college trends.
- Plan and execute college and career visits outside of school building.
- Support the HS counselor in implementing and achieving the State of Ohio's College and Career Readiness mandates

Qualifications:

- Bachelor's degree required with experience in education, counseling, college access or other related field
- Ability to effectively communicate and carry-out **I Know I Can's** mission throughout our partner districts
- Focus on serving students and families with excellence
- Excellent oral and interpersonal communication and public speaking skills
- Ability to work in a fast-paced environment, initiate activities and work independently
- Ability to use data to inform decision-making
- Strong commitment and passion for promoting access to higher education for everyone
- Ability to work on teams and in groups
- Strong knowledge of Microsoft Office Suite required

Interested candidates should send cover letter and resume by Feb 15, 2018 to:
Kim Hayes, Director of Finance and Operations
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