CONSOLIDATED HIGH SCHOOL DISTRICT 230
JOB DESCRIPTION

POSITION

1. Title: Title 1 Student Success Specialist
2. Division: Guidance
3. Reports to: Director of Guidance
4. FLSA: Exempt

QUALIFICATIONS

1. CERTIFICATES, LICENSE, REGISTRATIONS
   • Illinois Type 73-School Service Personnel
   • Master’s Degree
   • Appropriate endorsements

2. EDUCATION AND/OR EXPERIENCE
   • Record of successful experience in educational setting.
   • Such alternatives to the above qualifications as the Board may find appropriate.

3. SKILLS AND ABILITIES
   1. Demonstrated pursuit and interest in continuing education, professional growth, and/or participation in professional activities with an intent to maintain current knowledge and expertise in the field.
   2. Relevant knowledge and experience in serving an educational organization in an instructional capacity.
   3. Demonstrated ability to effectively collaborate with all stakeholders in facilitating continuous organizational improvement.
   4. Consistent record of facilitating, supporting and promoting educational, social, and professional equality and ethical decision-making.
   5. Ability to effectively communicate with all stakeholders within the organization in both verbal and written form.
   6. Demonstrated ability to utilize a calm demeanor to develop and maintain professional and productive relationships with all stakeholders.
   7. Ability to organize, lead, and complete assigned tasks as an individual or as part of a group.
   8. Ability to represent the district/school with a positive and professional manner.
9. Ability to relate to adolescents and teens in a positive and productive manner which includes an understanding of their developmental needs.

10. Ability to multi-task and perform duties in a flexible manner for the purpose of facilitating positive student learning.

4. PHYSICAL DEMANDS/WORK ENVIRONMENT
While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

The work environment characteristics 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. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Work with students who qualify for Title 1 status to have specific planning conversations and sessions about the broad scope of post-secondary opportunities.

2. Manage and communicate scholarship opportunities; specifically for those at-risk families.

3. Proactively communicate with parents/guardians of marginalized students as related to post-secondary planning.

4. Assist with evening events tailored around post-secondary planning, specifically for at-risk families.

5. Developing and implementing policies and procedures for an effective College & Career Center.

6. Work closely with marginalized and first-generation students on their post-secondary plans; including exploration, application, admission, scholarships/financial aid, and successful transition.

7. Create and foster partnerships with families through evening programs and other community outreach programs.

8. Maintaining and sharing information on colleges, college guides, test prep, scholarships, financial aid, and paying for colleges.

9. Providing, through creation or partnerships, college access programs for students throughout the year.

10. Visiting colleges and universities personally and with at-risk students and having representatives visit Victor J. Andrew High School.

11. Co-designing and leading early intervention programs for college-bound students (specifically at-risk students) at Victor J. Andrew High School.
13. Assist at-risk students in preparing their individual career plans by evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data.


15. Provide group or individual guidance counseling that will lead each student to increased personal academic growth, self-understanding and maturity.

16. Coordinate with home and outside agencies as appropriate.

17. Work with teachers and other staff members to familiarize them with the general range of services offered by the position.

18. Assist at-risk students in transitioning from high school to post-secondary opportunities; provide students with current information regarding disability services offered at various institutions.

19. Discover and promote post-secondary summer enrichment opportunities for marginalized students.

20. Other duties/specialties as assigned by the Guidance Director.

Reviewed: March 22, 2019
Revised: March 22, 2019