

Student Success Coordinator

Job description and responsibilities

Under general supervision, helps students develop skills, behaviors and habits that contribute to success in college. These includes academic and career goal setting, learning strategies, time management and organization, self-regulation and self-efficacy. Assists students in developing self-efficacy by identifying and overcoming obstacles that may be impeding academic success; works with students to learn strong time management and organization skills; motivates students to practice self-regulation and take ownership of their academic success. This position requires the ability to effectively communicate with a wide range of individuals and constituencies in a **diverse community** and with families with diverse backgrounds and limited English proficiency. This position also requires supervising other staff in the program and Family education program.

Education and Experience

1. A Bachelor's degree in Education, ESL Instruction, leadership or related field is required. A master's degree would be desirable.
2. Have at least 4-years of experience teaching or mentoring youth and/or adult learners from different cultural backgrounds.
3. Experience supervising other staff providing guidance and direction.
4. Knowledge of coaching, instructional and mentoring techniques.
5. Knowledge of processes and resources for organizing and leading group and collaborative activities.
6. Knowledge of traditional and online course practices and procedures.
7. Basic knowledge of cultural differences and competency in working with different cultural backgrounds and families.
8. Be bilingual, read, write and speak Spanish is required.

Essential Functions

All employees of CMLF are required to always conduct themselves in a professional manner and comply with the standards set forth in the Employee Handbook. All employees are required to support the mission and values of CMLF in all activities and act as ambassadors,

Some of the responsibilities include but are not limited to:

- Have conversations with potential program participants about the benefits of participating in the program Exito Educativo from a **culturally affirming** perspective.
- Provides Latine/x students information and support for pursuing and attaining higher education by engaging parents, schools, and community partners in **collaboration**.
- Implements the Exito Educativo curriculum several times a year.
- Helps students in identifying, developing, and implementing learning strategies and study skills specific to course materials within a spirit of **Si Se Puede**.
- Monitors progress of students in caseload with check-ins, scheduled meetings or proactive outreach and communication, responding to students' questions, concerns and needs.
- Refers students to appropriate academic personnel and support resources and collaborates with others to monitor and accelerate the academic progress of the students referred.
- Supervises the work of other student success coaches and the Parenting education program staff.
- Promotes parent awareness of school systems and engagement in the schools within a **community at the center** approach.
- Document number of clients attending classes and doing homework assignments.
- Evaluating student progress and sharing results with program director.

Other Duties

All other duties as assigned by the Program Director within the scope of this position that contributes to the advancement of CMLF as a premier provider of services for people with emotional/mental health/support needs. Performs duties and responsibilities in accordance with applicable safety and health policies and procedures. Job duties may vary based on discipline and population served.

Centro's **Cultural Values**: Culturally Affirming, Diversity, Equity and Inclusion, Community at the Center, Collaborative, Si se Puede (We Can) Attitude.

I have read and understand my job duties and responsibilities as stated above.

Staff signature

Date

Supervisor signature

Date