

## District 1199C Training & Upgrading Fund

### JOB POSTING –Steam Scholars Academic Specialist - Roxborough High School

#### General Overview of Position:

The STEAM Scholars Academic Specialist reports to the Director of Workforce Development as a primary staff person for the Fund's STEAM Scholars Program at Roxborough High School. This is a project funded by the Department of Health and Human Services, Office of Minority Health with the goal of exposing youth to careers in healthcare while in high school. The Academic Specialist will provide academic support to students enrolled in the program at Roxborough High School and continue support of these students upon graduation and as they transition into post-secondary. **This is a Full Time position with benefits.** This is a 3 year project ending in 2020.

#### Specific Duties:

##### Academic Enrichment and Support

- Develop individual academic plans for students enrolled in programming
- Work with team of coordinators, case managers and instructors to figure out strategies for increasing students' academic levels – identify gaps and work individually with students to increase academic performance
- Provide academic instruction that targets areas for improvement
- Partner with teachers at the school to develop course work and projects that support classroom instruction
- Instruct students on SAT and ACT competencies and testing strategies
- Research best practices related to academic programming for youth

##### Program Coordination

- Provide case management and support to students
- Develop summer programming that supports students transitions between grades and into college and builds academic skills
- Communicate regularly with team about needs and progress
- Facilitate tutoring sessions and sessions focused on post-secondary success
- Support summer work experience and internship opportunities for youth
- Support students with financial aid and scholarship research and applications
- Maintain relationships with students who graduate Roxborough and track student success in college and training programs

#### General Program Responsibilities:

- Track student progress in program and coordinate with team around needs
- Maintain student files and collect necessary documentation
- Participate in trainings and professional development activities

#### Requirements:

The Youth Programs Academic Specialist will possess a comprehensive knowledge of youth development and programming, **with education and teaching experience.** Bachelor's Degree is required, Masters preferred. Excellent documentation, organizational and computer skills including excel are required.

Deadline to apply is April 30, 2017

Contact Makeeda Holley@ 215-568-2220 x5103 or mholley@1199ctraining.org