

Description

The In School Service Coordinator implements The Self Enhancement, Inc. (SEI) School-based Program for 25-50 students at a specific school site. This is a full time position based in a specific school site that reports to the level specific Program Manager.

PRIMARY RESPONSIBILITIES

- Develop strong bonding with SEI students and their parents utilizing SEI's Relationship Model.
- Provide classroom instruction and tutorial assistance.
- Provide individual and group advocacy.
- Develop, implement and supervise a program of extracurricular activities.
- Monitor daily attendance, behavior and academic progress of SEI participants.
- Serve as liaison between SEI students and school staff.
- Attend parent/teacher conferences.
- Attend and participate in regular school staff meetings.
- Maintain updated records and files. Ensure confidentiality of all records and files.
- Coordinate SEI program activities and student participation with SEI Parent Coordinator.
- Prepare a monthly narrative program report and any other required documentation.
- Responsible for making purchases on behalf of SEI, including requesting approval for purchases, making purchases, maintaining receipts and expense reports for daily transactions and monthly submission for all credit card transactions through credit card portal in a timely and accurate manner.
- Accepts other appropriate duties/responsibilities as assigned by SEI management.
- Must have a current and valid driver's license. ***If using a vehicle for agency use: Must possess a current driver's license, access to a vehicle, qualify as an approved driver as designated in SEI's Insurance Motor Vehicle Guidelines; and maintain vehicle insurance coverage of a minimum of \$100,000/\$300,000 personal auto liability coverage.***

Qualifications

QUALIFICATIONS

- A Bachelor's Degree in Education, Psychology or a related field is required. A minimum of two (2) years of college level study plus (2) years of experience directly working with youth in an educational environment may be substituted for education requirement.
- Case management experience highly desired.
- Ability to successfully provide case management to 35-50 youth.
- Ability to be a positive role model for young people.
- Ability to successfully work with students with varying educational, social and economic backgrounds.
- Must have excellent writing skills and basic computer knowledge.
- Willingness to work flexible hours; including some evenings and week-ends.
- Self-motivated, with good organizational skills.
- Must be detail oriented and highly organized with the ability to meet deadlines.
- Excellent interpersonal skills with ability to build and maintain positive relationships.

- Must be a team player.
- Ability to use personal initiative and cooperation in performing job duties.
- Must have a current and valid state driver's license, in good standing with no insurability restrictions and must be insurable under SEI's auto insurance policy.

****This job description may change as programming evolves. SEI management reserves the right to amend this description at any time.**03312023**