POSITION: Hayes-Hill Title/Level: Associate Instructional Specialist  
Working Title: Counselor/Coordinator, Upward Bound Program  
Grant funded, 60% time (46.8% time during academic year, 100% during summer term)  
Twelve-month appointment

REPORTS TO: Director of the Upward Bound Program

PERSONNEL SUPERVISED: Student tutor/mentors (10)

Position Summary: To provide academic, personal, and career counseling and services to federally qualifying students. Provide leadership for students and tutor/mentors.

Duties and Responsibilities:

1. Develop and coordinate the weekly tutorial component of the Upward Bound Program.
2. Develop and coordinate the 6 week summer academic program.
3. Assist the director in the training, supervision, and evaluation of academic year tutors and summer instructors.
4. Coordinate the development of summer curriculum, syllabi, class schedules, and teaching resources in accordance with program goals and objectives.
5. Assist the director in assessment of the academic needs of participants, the development of Personal Education Plans (PEP), administering the program’s standardized tests, and monitoring the academic growth of participants on an ongoing basis.
6. Work closely with tutors and instructors to establish individualized and appropriate academic support plans and services which may include visits to the Superior High School.
7. Design and coordinate academic and study skills workshops for Saturday Sessions, including ACT preparation.
8. Maintain current and complete academic records on all participants. Acting liaison between teachers, students, school counselors, school administrators, and the Upward Bound program.
9. Provide students with academic, college, career and personal guidance and information on a timely and ongoing basis, including researching scholarships and colleges appropriate for the student.
10. Assist Director with recruiting of the incoming student and application selection process.
11. Complete other job related duties as assigned

Knowledge, skills and abilities:

- Knowledge of Curriculum Development for high school.
- Knowledge of Supervision skills experience and background working with students.
- Knowledge of and experience with Summer camps and summer school.
- Skill in analytical, critical thinking, project management, problem recognition and resolution skills.
- Skill in counseling or guidance.
- Demonstrates experience working with low income, first generation, and minority students.
- Ability to manage and coordinate multiple projects, and prioritize effectively to meet specific deadlines or goals.
- Ability to establish and maintain effective working relationships with staff, administrators, students and other personnel.
- Ability to commit to quality, integrity, responsiveness and highest ethical standards.
- Ability to exhibit creativity, self-direction and the capacity for independent work, multi-tasking and organization skills.
- Ability to commit to the highest ethical standards.
• Ability to participate in evening and weekend events as necessary.
• Ability to communicate effectively, both verbally and in writing.
• Ability to commit to quality, integrity, responsiveness and customer service.
• Skill in effective leadership and team work.

Required qualifications:
• Bachelor’s Degree in Education and/or other related field required. Master’s Degree preferred.

Preferred qualifications:
• Experience in the design, implementation, and evaluation of academic and diagnostic programs and activities for high school students.
• Successful experience in working with low-income and potential first generation high school students.
• Demonstrated skills in supervising and motivating students and staff.
• Knowledge of and experience with federally funded programs for economically disadvantaged persons are preferred.