



Job Title: College & Career Specialist

Department: Teach One Academy & Learning Center

Reports To: Assistant Program Director

Hours: Part-time, evening and weekend hours as needed

Position Objective:

Teach One Academy & Learning Center is a 501(c)(3) nonprofit community based, co-educational, college-preparatory day school, that prepares talented, well-qualified, and motivated college-bound students, Third through Grade 12, to pursue and realize their academic, personal, and social potential. We provide a comprehensive, caring, and creative curriculum and extracurricular program that fosters an experience of excellence for each student. Inspired students, a superior faculty, and engaged families thrive in our diverse, safe, and supportive community. We afford students the opportunity to discover their passion in life and to learn to embrace confidently and responsibly the moral and ethical challenges of being lifelong learners, teachers of others, and citizens of an increasingly complex global community.

The College and Career Specialist will be responsible for planning and implementing the college and career readiness component of the Multiple Pathways to Graduation & Professional Development program. He/she will provide counseling to students on college admissions requirements; provide guidance and direction on the completion of the college application process, personal statements, and financial aid paperwork; ensure that students complete everything accurately and on time. He/she will develop relationships with local colleges, technical schools, trade schools, and related training programs for admissions purposes as well as to arrange related field trips and activities.

Essential Functions:

- Develop and maintain a Teach One Academy career resource center to support 100 high school students and recently graduated high school students;
- Meet with identified high school students and educate them on the features and benefits of the Multiple Pathways to Graduation & Professional Development program, conduct initial assessment of needs;
- Meet students' parents, or guardian to describe the program, gain their ongoing support, and assess students' external assets;
- Assess, track, and document student's progress in order to properly place them in the most appropriate setting to ensure success;
- Provide support such as access to tutors as well as homework help to ensure student achievement of academic goals;
- Work closely with school and work/intern service providers to ensure progress toward goals and objectives;
- On-site educational option exploration counseling sessions/workshops to compliment and support each high school student's program goals and objectives;
- Maintain case files and progress notes in order to present case reports to Student Advocate, school, and work/intern service providers;
- Monitors work/intern sites and assess students' relationship and effectiveness at work site;

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- Prepare college, trade, or additional educational/skills preparation options that will allow students to move to the next level in their development;
- Responsible for placing participants in full/part time employment, internship or vocational training programs;
- Designs classroom presentation to student needs in such areas as job search; resume, cover and thank you letter preparation, interview skills, dressing for success, professional attitudes, self-empowerment, etc.;
- Administers Interest Inventory Assessments and assist students in making career decisions;
- Research, collects, and maintains employment and educational resource material;
- Works with Employment & Internship Placement Specialist to develop internships and community service opportunities;
- Invite speaker of various colleges to meet with students on specific educational tracks;
- Hold and attend Job Fairs;
- Maintains statistical, narrative, and record keeping accountability as required;
- Participates in staff training programs;
- Attend department and agency meetings as required;

Position Requirements:

- Bachelor Degree in Education (Guidance), Public Administration, or Social Work.
- CPR and First Aid Certified
- 3 years experience working with adolescents/young adults in vocation/ educational/employment fields
- Excellent verbal and written communications skills
- Excellent computer skill in Microsoft Word and Excel
- Must have a commitment to work from a strength based youth development perspective
- Ability to develop resources through networking and to assist in creating job and educational opportunities.
- Bilingual (Spanish) preferred, but not required

Apply:

Please submit your resume, cover letter, and salary requirements to careers@teachoneacademy.org. Include College & Career Specialist in the subject line. An email will be forwarded to your attention confirming the receipt of your resume.

Physical Requirements:

Must have the ability to complete all standard administrative and support tasks including but not limited to care with consumers, climbing up and down stairs, operation of computers/phones/fax/printer/copy machine, and the ability to lift boxes, furniture, and equipment up to 30 lbs.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Teach One Academy that the Agency wholly complies with the equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or veteran status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff and termination and all other terms and conditions of employment.

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