

## ACADEMY PLANNING AND OUTREACH COORDINATOR

Revised 9/30/09

### Purpose Statement

To promote and enhance student learning and the achievement of academic, personal and professional goals through the organization and coordination of outreach support services and other resources to assist students with the implementation of their Personal Learning Plans (PLPs); and to assist the Academy/Content Leader with the planning and promotion of the academy.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assist program participants with obtaining and maintaining program enrollment; recruit, refer and register students to assigned programs; assist student with completing and assure accuracy and completeness of required forms and applications; determine applicant eligibility and enroll students as appropriate; refer students to outside agencies as appropriate.
- Monitor the attendance, goals and progress of program participants; collaborate with students to develop, implement and evaluate personal goals and educational and career strategies/plans; assist students with enhancing a variety of skills related to program activities; counsel students concerning individual progress and program activities.
- Under the direction of the Academy/Content Leader, survey and establish good working relationships with local business and career professionals for the purpose of establishing safe and appropriate internship/career mentoring opportunities for students that is in line with their PLP.
- Establish and maintain of list of program resources available to students/teachers in the academy for the purposes of implementing the student's PLP (e.g. guest artists, career mentors, community events/learning opportunities, etc.).
- Provide regular observations at the orientation/internship site and conferences with the student and career mentor to help ensure a successful placement for both the student and the career mentor.
- Work with the Academy/Content Leader to evaluate the academy program through the maintenance of contact with program graduates, career mentors, school administrators, academy students, parents and other community members.
- Work with the Academy/Content Leader, to effectively promote the academy and present/communicate academy goals, objectives and initiatives to students, parents, the community, board members, administrators, and other faculty/staff of the district: helps prepare promotional materials for the program; assists with the preparation and presentation of information about the academy at staff meetings, parent/community meetings, board meetings, and administrative meetings.
- Confer with students, parents, district personnel and the community to exchange information, coordinate activities and resolve issues or concerns regarding program activities and student progress; initiate and receive phone calls; respond to inquiries and provide information.
- Work with the Academy/Content Leader to help align the program with best practices in the field.
- Schedule and coordinate workshops, guest artists, job shadowing, mentorship and apprenticeship for the academy.
- Perform other school counselor duties to students enrolled in the academy.