

JOB DESCRIPTION

Job Title: Project Grow Academic Advisor Position: Non-Exempt

Reports to: Project Grow Manager

Planning: Approximately 20% of this positions effort will be spent in this area

- Collaborate with Project Grow staff to develop group curriculum for the purpose of STEAM implementation
- Collaborate with Project Grow staff to develop meaningful parent activities for families to participate in
- Participate in STEAM board sub-committee to solicit possible community support for Project Grow as it implements the STEAM initiative.

Duties and Responsibilities: Approximately 55% of this positions effort will be spent in this area

1. Act as liaison with other agencies offering STEAM (Science, Technology, Engineering, Arts, and Math) related offerings to facilitate STEAM development in Project Grow.
2. Act as liaison between STEAM board sub-committee, Prime Time and Project Grow.
3. Act as support for classroom teachers in teaching STEAM related lessons and procure materials needed for those lessons.
4. Lead parent informational meetings on academic enrichment topics such as school / parent involvement, choice school planning, FCAT prep, higher education goals for children, and other topics as needed.
5. Lead career exploration and higher education prep classes with children in Grow.
6. Liaison to accompany parents to parent/teacher meetings or IEP meetings, etc as needed.
7. Procure and track data regarding academic performance of children in Grow (such as grades, behavior, FCAT scores, High School graduation, or other data as requested).
8. Report trends in data to Project Grow staff and tutors when children need extra attention in a specific area.

JOB DESCRIPTION

Job Title: Project Grow
Program Assistant

Position: Non-Exempt

Reports To: Project Grow Manager

1. Keep classroom neat, orderly, well stocked, and in compliance with Department of Health requirements.
2. Provide referrals to Project Grow Manager of children who are at-risk of delinquency and/or who are experiencing emotional and/or behavioral problems.
3. Complete and maintain weekly class reports
4. Plan and implement a social emotional learning curriculum that includes skill building, self-esteem building, cultural/art projects, free learning, homework assistance, and other activities needed and/or requested by the Project Grow Manager.
5. Assist children with planned tasks and provide guidance as needed.
6. Confer with Project Grow Manager about parents and case managers as the need arises.
7. Attend required trainings and community functions that deal with our children and programs.
8. Perform other duties as assigned by the Project Grow Manager.

Requirements

A high school diploma or equivalent is required; Bachelor's degree is desired.

Fluency in Spanish as well as English is desired.

Five years experience working with children and a 40 hr certificate or Child Development Associate (CDA) certification is desired.

A Commercial Driver's License (CDL) with a passenger (P) endorsement is desired.

Flexibility and excellent interpersonal skills are required.

9. Work in collaboration with classroom teachers and director to identify children needing academic support and refer these children to support services and/or work with case workers, Project Grow staff, and parents to address issue.
10. After each reporting period at school offer open conference time for parent support to ask questions and about deciphering report cards.
11. Inform parents and aid in process of applying for magnet, choice, or other specialty programs for children.
12. Attend required trainings and community functions that are related to STEAM and academic support.
13. Provide classroom coverage in the event that the regular classroom teacher is absent, as needed.
14. Perform other duties as assigned by director

Outcomes: Approximately 20% of this positions effort will be spent in this area

- Track and provide data for longitudinal program outcomes requested, including, but not limited to graduations rates and other PBCSD benchmarks
- Maintain data surrounding community partners, and potential partners and track their participation in STEAM activities

Training and Education: Approximately 2% of this positions effort will be spent in area.

- Complete 40 hours of Child Development required by the Florida Department of Health
- Complete any other trainings suggested by your manager for personal job related development.

Requirements:

Masters in Social Work or Education
40 Hour-Dept. of Health Training preferred
Bi-lingual preferred
Ability to lift a minimum of 25 lbs.
Valid Florida Driver's License
Working knowledge of Child Development