



# GROWTH Services of Louisiana Student Success Coach

## Job Description

Under the direction of the Area Coordinator, the Student Success Coach (SSC) facilitates and delivers a contextualized curriculum, which allows participants to develop necessary life skills, explore their abilities and career options, and prepare for employment. This methodology provides an early start at job exploration for students with disabilities to assist with transitioning from school to postsecondary education or employment. Work involves self-sufficiency training and educational programs. Instructors provide participants dynamic, interactive learning opportunities in groups, classrooms, and individual settings. Using strength-based approaches with a trauma-informed lens, instructors are primarily responsible for teaching participants work-related skills that will equip them to acquire and sustain a career-oriented job—collaborating closely with an interdisciplinary team consisting of a Program Designee, Case Managers, and Administrative Staff. This position is set up as a twelve-month employment with instructional time parallel to traditional school hours. Work is evaluated through the Performance Management Evaluation System. Performs other tasks as requested.

## Qualifications

- Bachelor's degree in psychology, education, social work, or other related fields.
- At least one year of career development, youth development, social services, or teaching experience.
- Experience managing student behavior in the classroom by establishing and enforcing protocols, rules, and classroom management procedures.
- Experience in educational instructional design to plan, prepare, and deliver lesson plans and materials that facilitate active learning.
- Experience in classroom preparation for class activities.
- Experience in preparing summary reports of students? Progress and development.
- Experience in effectively maintaining confidential records, such as clients, customers,
- Experience in Microsoft Office Suite and Windows-based computer applications.
- Experience in Customer Service that always presents a positive, empathetic, and professional attitude toward customers.
- Experience working with a variety of populations, including at-risk youth and individuals with disabilities.

## Duties and Responsibilities

- Establish and maintain safe and engaging learning environments where students are provided with a balance of support and structure.
- Based on the existing contextualized curriculum, prepare lesson plans by adapting those created with engaging activities and exercises that inspire students to acquire knowledge and skills they can transfer to employment settings.

- Monitor barriers to students' active participation and engagement in the program, including those related to complex issues in their physical or social environment.
- Monitor and report students' attendance benchmarks and progress through a participant observation tool. Report any individual student issues to the Program Designee weekly.
- Follow established policies and procedures for maintaining the program's integrity with quality instruction, student discipline, classroom maintenance, safety, behavior management, and the security of all individuals and supplies at their disposal.
- Work collaboratively with management and administrative staff to set relevant and measurable goals for student achievement.
- Adapt teaching style and strategies to maximize student learning and retention.
- Provide students with professional one-on-one feedback regarding their performance in the program.
- Attends all relevant meetings, supervision, staff meetings, case conference sessions, curriculum development, training, workshops, and other informational engagements necessary to perform job duties effectively.
- Maintain classroom documentation based on assignments from contextualized curriculum and enter data appropriately and accurately, as necessary. This includes but is not limited to, goals and career assessments, resumes, Worksheets, and cover letters.
- Complete and submit monthly reports and attendance sheets to the Program Designee accurately by the last class day of each month.
- Apply strength-based approaches with a trauma-informed lens to counsel participants on academic, vocational, and employment issues. Mediate, problem-solve, and coordinate individual services for clients to help them overcome employment barriers.
- Instruct participants in job seeking, application procedures, resume writing, interview preparation, and job retention skills.
- Update all necessary records accurately and ultimately as required by laws, school district policies, and regulations.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Participate in extracurricular activities such as program incentives to stimulate student engagement and development.

### **Skills and Competencies**

- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively and receive oral and in-writing instructions.
- Knowledge and implementation of relevant technology.
- Demonstrate the skill in working with students from diverse cultures, economics, and backgrounds.
- Ability to observe and evaluate student's performance and development.
- Strong creative skills that will engage students and make learning enjoyable.
- Strong dedication to their work with a great desire for the success of their students.
- Ability to develop lesson plans, organize academic activities, and maintain an organized class.
- Strong emotional control skills when managing sensitive issues.
- A keen eye to monitor their students? Progress and note changes in behaviors or attitudes.
- Ability to lead and build a positive bond with students, parents, colleagues, and other staff members

- Critical thinking skills with the ability to answer subjective questions and solve conflicts.
- Independent, creative, initiative-taker who exhibits good constructive judgment.
- Must have reliable transportation.

**Physical and Mental**

- School assignment travel is required.
- They are regularly required to sit, stand for prolonged periods, walk, talk, hear, operate a computer, and use other office equipment.
- Work in a classroom environment engaging with multiple personality types, cultural differences, and learning styles.
- Work with various populations, including at-risk youth and adults, and individuals with disabilities.
- Be Open to Off-Topic Conversations at proper times for discussion and building a rapport with students (ex. Politics, Current Events, Life)

**Job Type: Full-time****Salary & Benefits**

Competitive and commensurate with the candidate's experience and credentials.

**Schedule:**

8-hour shift

Day shift

Monday to Friday

**Work setting:**

In-person

**Education:**

Bachelor's (Required)

**Experience:**

Teaching: 2 years (Preferred)

Life Skills Coaching: 1 year (Preferred)

We are proud to be an Inclusive Organization. We welcome everyone and have a strong commitment to diversity and inclusion. We encourage our Colleagues to be their true, authentic selves and support laws that prohibit discrimination everywhere we do business. We also maintain a drug-free workplace.