

## AMERICORPS POSITION DESCRIPTION

Olympia High School

Olympia High School  
1302 North Street SE  
Olympia, WA 98501  
Phone: (360) 596-7000

Website: [olympia.osd.wednet.edu](http://olympia.osd.wednet.edu)

Contact Person: Mark Davis, (360) 596-7000, [mdavis@osd.wednet.edu](mailto:mdavis@osd.wednet.edu)

Site Supervisor: Mark Davis, (360) 596-7000, [mdavis@osd.wednet.edu](mailto:mdavis@osd.wednet.edu)

Vehicle required: No  
Driver's License Required: No  
On bus route: Yes  
Minutes from downtown Olympia: 10  
Auto Insurance Required: No

**TITLE:** Program Support Specialist

**HOURS OF SERVICE:** 7:30 a.m. to 3:30 p.m., M-F with occasional evening hours. (Some flexibility dependent on morning or afternoon extended learning opportunities for students.)

**JOB DESCRIPTION:** The position of Program Support Specialist has been developed to facilitate student success in academic and interpersonal skills through academic courses of study and the building of positive relationships. Additionally, the person hired for this position will support the transition of students from middle school to the comprehensive high school while working as part of an interdisciplinary team to address the specific needs of students, provide a safe and optimal learning environment, and provide feedback to students, parents, and appropriate staff.

**SITE DESCRIPTION:** Olympia High School (William Winlock Miller High) is a four-year comprehensive high school serving approximately 1800 students grades 9-12. One of three high schools in the Olympia School District, we have 130 faculty on staff. We are located in Olympia, which is the capitol city of Washington. Olympia has many cultural and recreational activities to offer and a reliable public transportation system.

### MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Maintain good communication with students and parents from varied cultural and educational backgrounds.
- Be a mentor for students in the program.
- Coordinate and facilitate extended learning opportunities (e.g., tutoring) and family events.
- Participate in student-specific, as well as, building-wide meetings.
- Work with staff as part of an instructional team supporting and monitoring student progress.

### REQUIRED QUALIFICATIONS:

- Some college preferred with a focus in education, psychology or related field, or have an interest in pursuing a career in education and/or counseling.
- Applicants should have an interest in and enjoy working with at-risk youth.
- Must be able to follow policies and procedures of the Olympia School District.
- Ability to understand and carry out oral and written instructions, maintain student confidentiality meet schedules and deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations.
- Physical abilities include moderate lifting, stooping/crouching, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception.