

AMERICORPS POSITION DESCRIPTION

Olympia High School
1302 North ST SE
Olympia, WA 98501
Phone Number (360) 596-7000
Website: Olympia.osd.wednet.edu
Contact Person: Kristen Soderberg (360) 596-7000
Site Supervisor: Matt Grant (360) 596-7005

Serves Vulnerable Population: Yes
Background Check(s) Required: Yes
Driver's License Required: No
Vehicle Required: No
Auto Insurance Required: No
On bus route: Yes
Minutes from downtown Olympia: 10

TITLE: Program Support Specialist

HOURS OF SERVICE: 7:30 a.m. to 4:00 p.m., M – F with occasional evening hours.

POSITION DESCRIPTION: The position of Program Support Specialist facilitates multiple tutoring, planning, organizing, and working collaboratively to improve student learning for academic success. Working in a collaborative team setting, this position requires building of positive relationships with students, families, and faculty. These relationships are the basis to facilitate a plethora of learning opportunities for students in order to build their knowledge and skills in all content areas, tackle rigorous curriculum, create positive study habits, learning productive classroom behaviors, improve communication skills, increase college readiness, and work with families and students to improve academic support at home. Opportunities for recruitment of volunteers, creating additional funding for tutoring programs, and working with school programs is another aspect of the job. The person hired for this position will support the transition processes of students from middle school to the comprehensive high school. While working as part of an interdisciplinary team, they will address the specific student academic needs, 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 1750 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 productive, clear communication with students and parents from varied cultural and educational backgrounds.
- Be a mentor and positive role model 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.

All positions will abide by AmeriCorps Prohibited Activities in the YIS Service Agreement.