

# **SELF ENHANCEMENT, INC.**

**3920 North Kerby, Portland, Oregon 97227-1255**

**(503) 249-1721 ... FAX - (503) 249-1955**

## **JOB DESCRIPTION**

### **YOUTH SERVICES IN SCHOOL COORDINATOR**

The In School Service Coordinator implements SEI's school-based program for 25-50 students at a specific school site. SEI has programming at three levels -- elementary, middle school and high school. This is a full time position that reports to the Level Supervisor.

#### **PRIMARY RESPONSIBILITIES**

- Develop strong bonding with participants utilizing SEI's Relationship Model.
- Provide classroom instruction and tutorial assistance.
- Provide individual and group counseling.
- Develop, implement and supervise a program of extra-curricular activities.
- Monitor daily attendance, behavior and academic progress of SEI participants.
- Serve as liaison between SEI students and school staff.
- Attend parent/teacher conferences.
- Attend and participate in regular school staff meetings.
- Maintain updated records and files. Insure confidentiality of all records and files.
- Coordinate SEI program activities and student participation with SEI Parent Coordinator.
- Prepare a monthly narrative program report and any other required documentation.
- Accept other appropriate duties/responsibilities as assigned.

#### **QUALIFICATIONS**

- A degree in Education, Psychology or a related field is required. A minimum of two (2) years of college level study plus (2) years of experience directly working with youth in an educational environment may be substituted for education requirement.
- Ability to successfully provide case management to 25-50 youth.
- Ability to be a positive role model for young people.
- Ability to successfully work with students with varying educational, social and economic backgrounds.
- Self-motivated, with good organizational skills.
- Must have excellent writing skills and basic computer knowledge.
- Willingness to work flexible hours; including some evenings and week-ends.
- Must have a valid driver's license and must be insurable under SEI's auto insurance.

#### **SALARY & BENEFITS**

- \$2,500 to \$3,625 per month.
- 100% paid medical, dental, vision for employee, ½ premium amount paid for dependents.
- 401(k) Retirement Savings Plan (3% company match.)
- 125 Cafeteria Plan.
- 4 weeks accrued vacation per year, generous sick leave.
- Paid life and disability insurance.

NOTE: This job description may change as programming evolves. SEI management reserves the right to amend this description at any time.

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