



Position: College & Career Readiness (CCR) Student Success Coach

Salary: Commensurate with experience

This is a 2-year Federal Title I funded position, with funding for year 2 contingent upon approval.

Hours: Typically 7:45a - 4:15p, but will require some after hour and possibly weekend work.

Supervisor: Reports directly to the Po'okumu (School Director)

Position Summary:

The vision of Laupāhoehoe Community Public Charter School (LCPCS) is *"Families, staff and community working together to graduate successful learners who are job, school, and life-ready."* The CCR Student Success Coach will be challenged with leading efforts to help realize that vision by providing every student at LCPCS with the inspiration, planning, academic preparation and social capital to graduate from high school ready for college and/or careers. An effective CCR Student Success Coach will be a strong advocate for students and convey the expectation that all students, regardless of their background and economic status can become college and career ready.

Minimum Qualifications/Requirements:

1. Bachelor's degree from an accredited college or university, preferably in the field of school counseling or secondary education. Experience with youth development will be taken into consideration.
2. Facility in written and oral expression.
3. Ability to work with parents, students, faculty, post-secondary educational representatives, as well as school community groups.
4. Understanding of student maturity levels and the process of goal selection.
5. Ability to help students gain awareness of interests and abilities and to help them make course choices that will lead to appropriate careers commensurate with interests and abilities.
6. Ability to plan, organize and implement meetings involving a variety of topics and personnel.
7. Ability to design, use and maintain computer programs in word processing and publishing, data base/information processing, presentations.
8. Facility with details regarding frequently changing laws, application requirements and procedures.
9. Ability to motivate students and provide academic incentives for success.

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10. Ability to use culturally relevant and responsive strategies when planning programs and making presentations.

Desired Qualifications:

1. Education and experience in College and Career Readiness Counseling.
2. Understanding of the relationship between school curriculum and college programs.
3. Knowledge of state graduation requirements and parallel entrance requirements for post-secondary institutions. Ability to evaluate a student's transcript.
4. Understanding of test construction and ability to interpret educational test data.
5. Experience working in rural communities with a diverse ethnic and socio-economic population.
6. Knowledge of and ability to utilize G Suite for K12 Institutions.

Essential Functions:

The CCR Student Success Coach will have the following responsibilities to support achievement of the goals of the LCPCS Schoolwide Plan (SWP):

SWP Goal 1: Student Success

1. Help secondary students (grades 6-12) become aware of all phases of post-secondary school options through the Personal Transition Plan requirement process and maintain student records regarding post-secondary plans.
2. Build a college going culture based on early college awareness by nurturing in students the confidence to aspire to college and the resilience to overcome challenges along the way.
3. Advance students' planning, preparation, participation and performance in a rigorous academic program that connects their college and career aspirations and goals.
4. Ensure equitable exposure to a wide range of extracurricular and enrichment opportunities that build leadership, nurture talents and interests and increase engagement in school.
5. Ensure that all students can realistically participate in CCR activities and opportunities. Pinpoint barriers and develop strategies that make CCR activities accessible to students that are identified as not participating.
6. Provide early and ongoing exposure to experiences and information necessary to make informed decisions when selecting a college or career that connects to academic preparation and future aspirations.
7. Promote preparation, participation and performance in college and career assessments by all students.

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8. Provide students and families with comprehensive information about college costs, options for paying for college, and the financial aid and scholarship processes and eligibility requirements, so they are able to plan for and afford a college education.
9. Ensure that students and families have an early and ongoing understanding of the college and career application and admission processes so they can find the postsecondary options that are the best fit with their aspirations and interests.
10. Connect students to school and community resources to help the students overcome barriers and ensure the successful transition from high school to college.
11. Write letters of recommendation for students regarding admissions, scholarships and special programs.
12. Provide information regarding off-site college courses for concurrent enrollment along with summer program options.

SWP Goal 2: Staff Success

1. Provide assistance and in-service to faculty and staff in writing letters of recommendation and secondary school reports.
2. As a member of the Leadership Team and counseling staff, assist with other activities as requested.
3. Seek Professional Development opportunities to stay informed of technical knowledge and frequently changing specific knowledge required for this position to be able to counsel students effectively.

SWP Goal 3: Successful Systems of Support

1. Use data to inform practice.
 - a. Work with the School database Administrator to collect, analyze and interpret data to identify student, school and community needs related to CCR and Career and Technical Education (CTE) at LCPCS. Identify students that are successfully preparing for college and career as well as the inequities and gaps in student outcomes that are not successfully preparing for college and career.
 - b. Work with the Leadership Team to drive positive change in the school by establishing a culture of readiness for college and career through the development and prioritization of measurable, data-informed goals related to CCR and CTE and aligned to LCPCS's Strategic Plan and Schoolwide Plan. Develop strategies and interventions for those goals that can be successfully implemented within the context of the school and community and will gain support from stakeholders.

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- c. Collect results data to determine whether the goals were reached and if strategies or implementations need to be adjusted. Report outcome data to Leadership Team and other stakeholders.
2. Organize and maintain the LCPCS Transition Center
 - a. Work systemwide with students individually, in groups, in classrooms and across grades as well as with families to provide engaging CCR activities and seek collaborations with others in the charter school community and the larger community to give students multiple layers of support from a variety of adults and peers.
 - b. Provide college catalogs, brochures, handbooks, and other appropriate resource materials.
 - c. Coordinate and manage the college and program outreach people who are working with students. Coordinate visitations by college representatives during the school day.
 - d. Organize and implement field trips to college and career fairs, HCC and UHH campuses.
 - e. Coordinate and implement dissemination of information to students, parents, and community members pertaining to the college admissions process.
 - i. Provide specific information regarding entrance requirements, applications, scholarships, costs, tuition, financial aid, and testing requirements.
 - ii. Provide current information regarding financial aid opportunities, procedures and deadlines.
 - f. Facilitate processing of student forms and applications and offer student and parent workshops to provide information and assistance in completion of accurate forms.
 - g. Maintain contact with graduates concerning post-secondary school experiences.

Sources: The College Board National Office for School Counselor Advocacy (NOSCA) *School Counselor Strategic Planning Tool*, *NOSCA's 8 Components of College and Career Readiness Counseling - High School Counselor's Guide*

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