

Title: Program Assistant, Educational Options Program (EOP)
Department: Multiple Pathways to Graduation
Reports To: EOP Assistant Director

Job Summary

Provides academic support and performs operational duties for EOP and the Office of Multiple Pathways to Graduation. Oversees daily activities for the Start 2 Finish Program. Performs a variety of administrative tasks and supports students who were formerly disconnected from school.

Essential Functions

- Assists in the coordination, implementation and operation of Multiple Pathways program initiatives, especially Educational Options Program and Start 2 Finish Program; participates in the development of programmatic activities.
- Keeps abreast of all reporting requirements for the program(s); works with the appropriate staff to ensure that all deadlines are met on a timely basis.
- Processes paperwork and documentation related to program activities.
- Creates and maintains databases of information related to programs; enters new and edits existing information in the database; extracts information from the database to create spreadsheets and to generate a variety of reports.
- Disseminates information to programs, schools and appropriate offices.
- Keeps superiors apprised of program activities and developments.
- Supports students with course assignments and offers extra help to students.
- Provides graduation counseling, including post-secondary planning and access.
- Offers academic supports and coordinates social supports as needed.
- Directly oversees the day to day functions of the Start 2 Finish for diploma completion.
- Represents Office of Multiple Pathways to Graduation at community events.
- Maintains a focus on high quality customer service in a youth and adult friendly environment.
- Conduct regular site visits to evaluate the programmatic quality and success of the EOP program.
- Provide counseling and placement services for students in the Re-engagement Center, on an as needed basis.
- Supports the convening of EOP Coordinators' meetings monthly.

Minimum Requirements

College Intern: currently enrolled in an accredited college or university. Effective interpersonal skills and a demonstrated ability to get along well with peers and team members. Operational knowledge of common computer software applications, including word processing, spreadsheets, and internet browsers. Ability to take ownership and drive activities through to completion. If hired, you will be required to provide Acts 34, 114, and 151 clearances and other mandatory employment forms.

Knowledge, Skills and Abilities

- Demonstrated knowledge and skill in Microsoft Word and Excel, Google Suite and computer based programs.
- Considerable knowledge of the social, economic and health problems common in urban communities.
- Considerable knowledge of community resources available to meet social, economic and health needs.
- Ability to identify and resolve problems related to programmatic activities.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Interested candidates should submit their resume to the EOP Assistant Director, Cameo John via email at cposey@philasd.org