



## **Student Support and Services Coordinator for the Middle School Program Full Time Role Starting August 1, 2019**

### **About Peninsula Bridge**

For 25 years, Peninsula Bridge has been serving motivated low-income youth from San Mateo to Mountain View with academic and social-emotional support. Peninsula Bridge transforms the lives of highly motivated, low-income students by preparing and supporting them for success in college preparatory high school programs and four year colleges. Peninsula Bridge is an entrepreneurial organization that is launching newly expanded programs to improve student outcomes. Our after school academic program serves 6th and 7th grade students with by developing a strong cohort of like minded students that come together for homework support, academic enrichment, and hands on learning to foster lifelong learning.

### **Job Description**

The Peninsula Bridge **Middle School Student Support and Services Coordinator** will work as a part of the Middle School Team to oversee an after school program site, as well as student and family support for all Middle School Programs. They will be a key collaborator on the Middle School Team that manages the relationships between families and the Peninsula Bridge organization that identifies and addresses compliance, needed support, and effective communication from all parties.

### **Administrative Support: Communication and Records**

*Ongoing*

- Main contact for communication for Middle School Programs.
- Maintains Middle School Team voicemail/mailbox and follow through.
- Oversees Salesforce database and posting for the Middle School Team
- Continued Development of all program participation contracts.
- Supports outgoing communications.

### **After School Program Site Coordinator**

*September 2019-May 2020*

- Acting Site Coordinator for two After School Sites (September-May).
- Maintains all records, communications, and follow up with students and parents in regards to attendance, compliance and GPA support.
- Co-leads monthly debrief meetings at the two After School Sites.
- Meets individually with each family at site once per year and as necessary.
- Supports teachers in managing behavior issues and compliance.
- Develops and maintains relationships with all students and families.

## **Student and Family Support**

*Ongoing*

- Middle School students. Tracking any outstanding support needs, meeting with families, developing contracts, school visits, etc.
- Overseeing and/or developing a plan for tutoring or mentors to support struggling students.
- Behavior and compliance oversight for all Middle School students. Communicating effectively with teaching staff and parents to develop goals, contracts for improvement, etc.
- Holds check in meetings with families and oversees letters of compliance for GPA warning, removal from program, etc.
- Supports Mental Health Initiatives and Services.

## **Choice Program Support**

*August 2019-March 2020*

- Supports Associate Director of Middle School Programs in all aspects of the Choice Program.
- Helps to lead Financial Aid Meetings with families.
- ISEE Test Prep Sessions and Exam Day Support.

## **Collaboration and Professional Development**

*Ongoing*

- Attends staff professional development opportunities as assigned.
- Meets weekly with the Director of Middle School Programs and other relevant staff members.
- Attends weekly Middle School Team Meetings and monthly Whole Staff Meetings.
- Maintains up-to-date, shared work calendar in digital format.
- Support recruitment sessions and outreach meetings evenings and weekends as needed.
- Translation services as needed.

## **Key Competencies**

- Successful experience working with Middle School students in academic and social settings.
- Effective student group management skills that incorporate growth mindset and positive behavioral interactions with students.
- Ability to demonstrate cultural sensitivity and an understanding of youth development skills.
- Ability to support students and families in a warm, engaging way.
- Collaborative team member.
- Adaptable and able to manage multiple objectives at one time. The non-profit setting is constantly changing and the ability to be nimble, supportive, and proactive is key for team members.
- Excellent communication skills, verbally and in writing
- Effective organization skills, with strong attention to details.
- Ability to operate a personal computer including word processing, G Suite, Salesforce, etc. and ability to provide on-site technology support with Google Chromebooks
- Spanish fluency required.

## **Compensation:**

- This is a full time role. Salary range is \$28-34/hour based on experience.

## **Contact:**

Please email resume and cover letter to Amanda Afshar, Director of Middle School Programs  
[amanda@peninsulabridge.org](mailto:amanda@peninsulabridge.org)

