

JOB DESCRIPTION

CAMPUS MANAGER

GENERAL DUTIES:	Provide general services to students and their families. Coordinate referrals of student and their families to outside agencies for services not provided on site. Act as liaison between school and student's household by maintaining frequent contacts with student's parents and/or guardians. Assist in planning enrichment activities for students and families.
SPECIFIC DUTIES:	Provide general support services to students and their families. <ul style="list-style-type: none">- Identify needs of students and their families.- Coordinate referral of student to outside agencies for specific services not provided on site.- Plan and participate in enrichment activities.- Assist in development and implementation of workshops for parents and students, i.e., health, career awareness, job readiness.- Make home visits and/or phone contacts with parents of assigned student on a regular and consistent basis.- Follow through with student to ensure coordination/completion of assignments.- Meet with students' teachers to discuss students' progress.- Participate in special recognition activities.- Document all required information on proper record keeping forms, i.e., rosters, tracking sheets, and service plans.- Perform other duties as assigned by the Program Coordinator.
QUALIFICATIONS:	Minimum of a Bachelor's Degree in Education, Psychology, Sociology, or related field. Experience in working with youth and their families. One year of experience may substitute for each year of education required.
REPORTS TO:	Program Coordinator
SALARY:	Commensurate with experience.