

SCHOOL SUCCESS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is funded by grant monies received by the City of Albany to administer the School Success Program. Under general supervision of the Youth Coordinator, the incumbent is responsible for developing pride, teamwork, work ethic and a sense of community for program participants through work activities. The incumbent establishes program goals based on community needs and funding resources, and measures participant progress through quality of work and acquired skills. Supervision is exercised over program staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Networks and coordinates work activities with community agencies, work sponsors, support services providers and/or program partners to formulate program goals consistent with participant goals and community needs;
- Organizes and implements work activities that would most benefit program participants and the needs of the community;
- Develops written agreements with sponsors for each work project;
- Identifies participants' goals and attributes through interviews;
- Designs procedures for measuring participants' progress;
- Works closely with program staff to evaluate participants and to measure their progress;
- Evaluates staff work performance and provides feedback;
- Identifies funding opportunities and assists with grant applications for the program;
- Monitors expenses and provides budget revisions as needed;
- Prepares scheduled reports as required by funding sources;
- Maintains program records;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of principles, practices and techniques of program administration;
- Good knowledge of grant writing;
- Working knowledge of personal computers and office equipment;
- Strong management and organizational skills;

SEE REVERSE SIDE

- Ability to establish and maintain a working relationship with participants, community agencies and the community at large;
- Ability to express oneself effectively both orally and in writing;
- Ability to plan and supervise the work of others;
- Ability to prepare detailed records and reports;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in psychology, education, social work, human services or related field and two (2) years of fulltime paid administrative experience in a related field; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in psychology, education, social work, human services or related field and four (4) years of fulltime paid administrative experience in a related field; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

11/19/03