

Job Title:	Student Experiences Specialist
Grade Level/Terms of Employment:	Grade 123 / 12 Month (260 days) Contract
FLSA Status:	Exempt
Work Location:	City Hall
Immediate Supervisor:	Manager, Alternative Education

General Description:

Represents the Department of Academic Programs and Supports with Out of School Time (OST) partnerships within RPS. Seeks out additional funding sources and opportunities for students to explore post-high school employment and/or higher education. Works collaboratively with the Manager of Alternative Education and team.

Essential Duties and Responsibilities:

- Discovers, creates and implements initiatives to support RPS students in academic and engagement activities outside of school hours
- Develops, monitors and analyzes programs and services in order to build linkages between families, students and schools.
- Supports collaborations with city and agency partners including governmental, non-profit and private agencies in order to provide increased social supports to students and families.
- Monitors student support programs and interventions for compliance with Federal laws and state codes.
- Monitor policy and grant requirements as necessary

Qualifications:

- Master’s degree in counseling, social work, education or related area required.
- Demonstrated leadership qualities and ability to work effectively with students, teachers, parents, business and community leaders and partners.
- Must have excellent interpersonal and communication skills in a fast-paced, team environment.
- Considerable experience with the Microsoft Office suite, the internet and e-mail required.
- Bilingual skills to include Spanish are a plus.
- Must be willing to work a flexible work schedule.
- Possession of a valid Virginia driver’s license is required.