Clark Atlanta University
Job Description

<table>
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<tr>
<th>Position Title:</th>
<th>Program Specialist II – Upward Bound</th>
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<tr>
<td>Employee:</td>
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<tr>
<td>Department:</td>
<td>Upward Bound</td>
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<tr>
<td>Reports To:</td>
<td>Associate Director, TRiO Upward Bound Program</td>
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**General Function (Description):**

The Program Specialist II is responsible for developing and implementing assigned components of the Upward Bound Program to include the Male Mentoring program, the 11th and 12th grade components and Parent University. This position works in close coordination with the Associate Director. The Program Specialist II is responsible for student recruitment and acts as the first point of contact for new and prospective students. The Program Specialist II helps students make a successful transition out of high school; Coordinates programs including seminars, a parent program (Parent University), correspondence, telephone contacts, and newsletters, workshops, and field trips; Ensure that 90% of assigned program participants stay in school, remain in the program, and take appropriate courses to prepare them for graduation from high school and enrollment in college; and performs all other duties as assigned.

*This position is grant funded. In accordance with Federal regulations, preference is given to candidates with backgrounds similar to the program participants.*

**Examples of Duties and Responsibilities:**

- Develop and implement an age and grade level appropriate curriculum for the 11th and 12th grade component (including classes, field trips, and activities) to ensure 95% of participants stay in the program until graduation from high school.
- Recruit potential 9th grade students and others as needed.
- Lead the participation selection process, including other staff in the process, ensuring federal guidelines regarding participant eligibility is met.
- Monitor participant progress throughout high school, implementing test prep courses, career information, and exposure to college, financial aid seminars and study skills to ensure 75% of the graduating seniors enroll in college.
- Implement and develop a mentoring component for all participants with the assistance of the Program Specialist I.
- Implement parent education program for all parents.
- Develop and implement a Male Mentoring program for all male participants.
- Coordinate the Bridge Program for graduating seniors including SI training, the work study program and any college visits (as necessary).
• Provide academic and personal coaching to program participants and parents.
• Visit target schools.
• Maintain student database, records and documentation of participation.
• Assist in project narrative development, community outreach, and recruiting volunteers and teachers.
• May teach classes during the academic year and/or summer; may serve as manager of the residential component during the summer.
• Perform all other duties as assigned.

**Knowledge, Skills and Abilities**

This position requires knowledge of Georgia Board of Regents high school and college performance standards. Must have basic computer skills including word and knowledge of database management.

**Minimum Hiring Standards**

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<th><strong>Education</strong></th>
<th>Bachelor’s degree in education, counseling, social work or related field required. Master’s degree in appropriate area is preferred.</th>
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<tr>
<td><strong>Years of Experience Required</strong></td>
<td>Three years of experience in related field. The US Department of Education requires Upward Bound staff to come from a background similar to that of our prospective students. All candidates who do not come from a low-income background or were not first generation college students must demonstrate knowledge of problems of disadvantaged youth. Furthermore, candidates must be aware of effective methodologies to increase the number of disadvantaged youth who stay in school, graduate from high school and enroll in a program of postsecondary education. Candidates with previous TRIO experience are preferred.</td>
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<td><strong>Other Requirements</strong></td>
<td>This position requires driving to target schools and community functions. Nights and weekend work are part of the scheduled duties. Candidates should have a cell phone and computer access.</td>
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