



JOB DESCRIPTION

Job title	Academic Liaison	FLSA Class:	Non-exempt
Department	Youth	Position Type:	Full Time

Job purpose

The Academic Liaison coordinate and maintain a quality after school program for at-risk, elementary and middle school aged youth.

The Academic Liaison is responsible for the supervision and coordination of program for 3rd through 8th grade students and staff. The Academic Liaison is reflective and aspires to offer the best quality care for our students and their families. The Academic Liaison seeks to understand and meet the daily expectations of families and school. The person is responsible for ongoing communication with families, teachers and Program Director.

Duties and responsibilities

- Build rapport with children and families and report daily to parents about children's experiences if needed.
- Maintaining effective communication and collaborative relationships with school counselors and teachers, and other service providers to assist youth to excel their academic grades.
- Collaborate with program team to create and implement a cohesive learning experience for students.
- Assist in overseeing homework and tutoring each day.
- Develop and plan activities that incorporate program goals into the daily routine.
- Report any problems which arise with students.
- Meet weekly with the Program Director to coordinate staffing, enrollment changes and activities planning.
- Provide monthly program reports and impact measures to the Director.
- Assist with progress reports evaluation for the 5th, 10th, 15th and 20th weeks.
- Assist Program Director in other program areas, as needed.
- Other assigned duties.

Qualifications

- Major in human services and social welfare which includes but not limited to sociology, child development, education, or psychology.
- Relevant experience working with elementary to high school students, preferably in an urban setting.
- Capable of working with small group of students with patient.



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- Excellent interpersonal, communication and organizational skills.
- Fluent in conversational and written English and Chinese.
- Must pass a fingerprint background check.
- Proficient with Microsoft Office and internet.

Direct reports

Under the supervision of the Youth Program Director, all written and verbal reports need to communicate to the Director.