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## **Monarch School Project Life Skills Coordinator, College and Transition**

### **Monarch School:**

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing more than 300 students daily with an accredited education, social emotional learning opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit Monarch School Project. For more information, please visit [www.monarchschoools.org](http://www.monarchschoools.org).

### **Position Summary:**

The Life Skills Coordinator, College and Transition will focus on college access and guide students to plan for a life of self-sufficient living. The Coordinator will ensure programming and learning opportunities are based in developmental relationships; ones which express care, challenge growth, provide support, share power, and expand possibilities. The Coordinator will teach students the tools to effectively manage time, communicate, problem solve, increase financial literacy and take personal responsibility for accomplishing their goals. The Coordinator will work closely with the Social Emotional Learning (SEL) Team and collaborate with the high school learning community to help advance students' personal and academic growth. This position will assist and coordinate duties and responsibilities between Student Advising, College Exploration events, College Readiness programs, and Senior Transitions. The Life Skills Coordinator, College and Transition professional calls for a flexible, collaborative, and eager-to-learn professional.

### **Position Responsibilities:**

- Offer learning opportunities and exposure to post-secondary options to middle school and high school students. These include but are not limited to SEL and afterschool programming, workshops, college exploration events, fieldtrips, and coordinating enrichment activities for students to first bullet point.
- Guide and high school students in developing and executing a post-secondary transition plan.
- Aid students in navigating the vocational, 2-year and/or 4-year college application and enrollment process, including assessment, orientation, and registration.
- Lead all students and their parents through the financial aid and scholarship application process.
- Research and stay current on higher education programs, trends, and issues with student impact and make recommendations based on best practices and research.
- Effectively plan and execute Senior Activities (i.e. Grad Nite, Senior Week, graduation), in conjunction with the high school engagement team.
- Provide youth development opportunities to build the leadership qualities of all students and create voice and choice in high school programming.
- Provide guidance all 8th grade students in their transition to high school
- Effectively plan and execute College Day, Community College/Vocational School Day, and Scholarship Community Partner Support and Luncheons
- Support Saturday School as needed, Plan to help with Academic Support and tutoring HS students and students eligible with (A-G requirements),
- Lead and support the College Club.



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- Ready to help plan graduation and graduation events.

## **General Responsibilities**

- Exemplify Monarch's Core Values of Community, Relationships, Strength and Healing
- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that "Students Come First" at all times
- Protect students' rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support
- Participate in professional development
- Perform other duties and projects as assigned

## **Preferred Skills**

- A willingness to commit Monarch's mission of creating safe spaces for students, building authentic relationships, focus on student learning
- Ability to coach, engage and teach students one on one and in groups
- Strong organizational and project management skills, including the ability to juggle multiple workflows and easy adapt to shifting priorities in a fast-paced environment
- Ability to bring a collaborative spirit to internal and external partnerships
- Ability to apply restorative justice protocols, strengths-based practices and trauma-informed care
- Ability to thrive in an authentic, feedback-driven environment

## **Qualifications and Experience**

- A Bachelor's degree from a four-year college/university is required. A degree in early childhood development, education, psychology, counseling, social justice or related subject is preferred.
- At least two years of professional experience working with youth in an educational or social service setting.
- Experience working with culturally diverse and low-income populations, with an awareness and sensitivity to diverse socio-economic challenges impacting low-income communities.
- Knowledge of California State University, University of California, California Community College, and vocational training systems, EOP programs and other access programs designed to support low income, first generation, and students of color.

## **Compensation:**

This is a full-time hourly position, starting at \$22 hour

Competitive benefits package: PTO (start at 3 weeks per year), paid holidays, paid school breaks (5 weeks total per year), Medical, Dental, Vision and Life insurances funded by the employer, additional voluntary plans, FSA, 401(k) with company matching, Employee Assistance Program (EAP), parking and transportation reimbursement.

## **Application Process:**

To apply, please submit your cover letter, resume, and letter of recommendation to the link below. You will be redirected to the Applicant Tracking System of our HR Partner, Mission Edge;



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<https://missionedge.clearcompany.com/careers/jobs/40296e95-4c89-9c54-2a07-d9e48aefd1cf/apply?source=2091594-CS-47258>