



ACADEMIC AND CAREER PLAN (ACP) COORDINATOR

STATUS: Full-time, Academic Year - 191 days, Exempt

SALARY: Base salary \$40,000 plus benefits, higher based on experience and qualifications

LOCATION: Milwaukee, WI

[TransCenter for Youth \(TCY\)](#) has 48 years of non-profit experience working with Milwaukee youth. We operate small high schools that serve the unique needs of students in Milwaukee through innovative, culturally appropriate approaches to teaching and learning, serving as education models for other schools. Specifically, we contract with Milwaukee Public Schools to run NOVA and Shalom High School as Partnership Schools for at-risk youth; the City of Milwaukee to charter Escuela Verde, an independent public school district; and El Puente High School, a private Milwaukee Parental Choice Program and Special Needs Scholarship Students.

Position Summary

The primary responsibility of this position is to support and advise 9th-12th grade students with exploring post-secondary options throughout their high school years by engaging in genuine and authentic learning experiences that align with students' evolving interests. This Academic and Career Plan (ACP) Coordinator will assist each family and student in the decision making process for students post-secondary education and design a long-term college/career path. Academic and Career Plan (ACP) Coordinator will work with educational entities and identify resources to increase the student's opportunities for post-secondary selection, application, funding, matriculation and completion/graduation. As well as develop partnerships for internships and volunteer opportunities for students.

Core Attributes

Commitment to Justice and Equity: Recognizes the role of race, gender, other identities and socio-economic conditions in shaping disparities and disposition, is driven to improve conditions, and proactively learns about race, equity, and identity.

Results-Orientation: A proven track record of achievement and producing results (rather than getting immersed in process), perseveres despite obstacles. Solution oriented vs. stuck on obstacles.

Communication and People Skills: Must be adaptable to performing under stress and when confronted with persons acting under stress. Must be able to deal with sensitive and confidential information.

Technology Driven: Must be able to navigate different technology platforms, including SIS (JMC and IC), Edgenuity, Xello, Google Education Suite, and Microsoft Office Suite.

Essential Duties and Responsibilities

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as leadership may deem necessary from time to time.

- Experience working with students in Academic, Career and Social/Emotional domains to build knowledge, skills, and habits in post-secondary planning.
- Design a post-secondary education curriculum, key events and other learning workshops/seminars for advisors, students and families.
- Create a 4-year plan for each student grades 9-12 for post-secondary education that specifically addresses best-fit options; scholarship/financial aid plans; academic and extra-curricular goals/activities and service goals.
- Use data systems like Evident Change and Xello to track and maintain individual student academic progress.
- Training and experience in advising students and families on career pathways, youth apprenticeship/ apprenticeship programs, dual credit opportunities, high school graduation/college admissions requirements, entrance exams, college options (to include all post-secondary education programs), military options, financial aid, etc.
- Provide families of special education students with options for transition to post-secondary education.
- Capacity to develop integrated and differentiated instructional experiences which includes students with individualized plans such as 504, IEP, ELL, etc.
- Plan, organize and facilitate college fairs, tours and summer 'college going' activities as well as organize and lead visits from post-secondary education entities on campus.
- Build a network of post-secondary organizations that can support students' interest.
- Possess strong leadership, collaborative skills, and problem solving ability.
- Experience advocating for and motivating ALL students (especially low income and underrepresented youth) to succeed in post-secondary environments.
- Skilled at fostering students' self-exploration of interests, abilities, values and goals.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's Degree required
- Preferred Master's Degree in School Counseling and Licensure as a Wisconsin Professional School Counselor

Language Skills

Excellent oral and written communication skills required. Spanish speaking is preferred.

Mathematical Skills

Ability to calculate figures and amounts such as overtime, time report calculations, and percentages.

Reasoning Ability

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or touch objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach above shoulders. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Equal Employment Opportunity

TransCenter for Youth is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training, and other personnel actions involving persons in all job titles and shall occur without regard to race, color, creed, religion, sex, marital status, pregnancy (including childbirth and related conditions), age, ancestry, national origin, disability, genetic information, veteran or military status, sexual orientation, gender identity, arrest and conviction records, the use or nonuse of lawful products off the employers' premises during nonwork hours, declining to attend meetings or participate in communications about religious or political matters, or any other characteristic protected by law.