



Campus Compact of Oregon Connect2Complete AmeriCorps Member Position Description

Position Title:	Connect2Complete (C2C) Academic Engagement Specialist
Dates of Service:	ASAP – August 16 th , 2018
Hours of Service:	Full-time (40hrs/week); 900 hours
Host:	Tigard/Tualatin School District, Office of College and Career Readiness
Placement Site:	Tualatin High School

Summary of Position: The C2C AmeriCorps Member (also referred to as Academic Engagement Specialist) will serve with Tigard Tualatin School District, through the Office of College and Career Readiness, at Tualatin High School (THS). The primary function will be to support THS to create interventions with chronically absent students and families as well as deepen student engagement for continued success. Members will develop, implement, and expand attendance and academic engagement programs utilizing mentorship, family engagement, and service-learning to get students to increase their attendance and create a more inclusive school environment. The program will focus on students with low-school attendance (80% and below) which includes disproportionate numbers of low-income students, students of color, and students who are the first in their family to attend college (first generation students). C2C AmeriCorps Members will report to Campus Compact of Oregon's AmeriCorps Program Manager and placement site supervisors. All members must complete 900 hours of service within 5.5 months of enrollment in the C2C program.

*This position has the opportunity to continue into the 18-19 school year and reenroll as a 1700hr C2C AmeriCorps Member (August 17, 2018-June 30, 2018) if service is completed successfully and meets C2C standards of performance. 1700hr members receive a living stipend of \$12,630 and an education award of \$5,920.

Major Responsibilities and Related Tasks:

- Foster healthy relationships w/ students and families
- Assist in cultivating school/community partnerships
- Develop and improve capacity for sustainable attendance and engagement practices
- Deepen family relationships w/ schools
- Create and implement service-learning and leadership opportunities for students, parents and volunteers
- Refer students to resources for barriers that prevent them in engaging with school
- Administer program assessment
- Promote program impacts to internal and external stakeholders
- Engage in personal reflection
- Collaborate with a multidisciplinary team in effort to close the attendance opportunity gap



Campus Compact of Oregon AmeriCorps Responsibilities:

- Complete 900 hours of service (by August 16th, 2018)
- Complete all Campus Compact of Oregon required progress reports, timesheets and other paperwork
- Attend all Campus Compact of Oregon and Connect2Complete AmeriCorps trainings
 - Pre-Service Orientation
 - Monthly cohort trainings
 - 3-day Campus Compact training April 30-May 2
 - Participate in National Service Days
- Facilitate at least one training
- Create and implement at least one service project and recruit volunteers

Required Qualifications:

- 18 years and older
- U.S. Citizen, U.S. National or lawful permanent resident
- Ability to pass a criminal history background check
- Ability to serve effectively with people of diverse backgrounds
- Strong organization, written and oral communication skills
- Basic office computer skills, including Word processing
- Program management experience (marketing, event planning, training, volunteer management)
- Strong initiative; self-starter
- Enthusiasm for helping others succeed
- Experience and openness to learn about and discuss racial equity and social justice

Preferred Qualifications:

- AA or BA/BS Degree
- Fluent in Spanish
- Academic knowledge of critical theory and race relations in the US
- Experience applying an equity lens

Connect2Complete AmeriCorps Member Benefits:

- A total pre-tax living stipend of \$6,315 (disbursed twice monthly in even payments throughout service)
- A taxed education award of \$2,960 pending successful completion of service
- Loan forbearance and interest accrual payment on qualified student loans
- Childcare (if eligible)
- Access to extensive network of AmeriCorps Alums
- Ongoing training and professional development opportunities



Site Specific Benefits:

- Access to \$150 professional development fund
- Mileage reimbursement for service-related travel

For more information, contact:

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Amber Fields

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