

COORDINATED ENRICHMENT - EDUCATIONAL SERVICES

LIST OF RESPONSIBILITIES FOR AN INTERN

ADULT SERVICES

- ☞ Market all of the Educational Services programs to the clients on the campus to include Alamo Colleges Job Training Programs, GED Prep Program, Each One Teach One Adult Literacy, Drop-out Recovery, and English Language Acquisition
- ☞ Assist the Educational Services Manager during the campus Alamo Colleges Job Training Program fairs and recruiting events
- ☞ Travel with the Educational Services Manager to the various Alamo Colleges campuses where students are participating in programs to observe them, attend their presentations, and coordinate their completion ceremony activities
- ☞ Assist the Alamo Colleges Job Training Program students with the employment readiness process to include researching companies in their trained field, preparing a document including employment lead links, creating and editing resumes, developing interview questions, conducting mock interviews, and providing constructive feedback during this process
- ☞ Assist clients with the employment readiness process to include researching companies, assisting with resume preparation, developing interview questions, conducting mock interviews, and providing constructive feedback during this process
- ☞ Analyze the *MyNextMove* Career Assessment results with clients
- ☞ Proctor the GED Prep – Online Learning Sessions on Mondays and Wednesdays and assist the students with the *Edmentum - Plato Learning* online learning solution as well as other online learning tools
- ☞ Enter case notes into the Homeless Management Information System (“HMIS”)

YOUTH SERVICES

- 📖 Establish a process by which to ensure that parents who signed the School Enrollment and Attendance Policy are in compliance with the law (i.e., enrolled their school-aged student(s) in school within two business days after signing this policy). Also establish a process by which to ensure that all parents with school-aged students who reside on the campus have signed the School Enrollment and Attendance Policy and are in compliance with the law (i.e., enrolled their school-aged student(s) in school within two business days after signing this policy)
- 📖 Manage the distribution, authorization, collection, and HMIS uploading of the Consent for Release of Education Records form
- 📖 Teach the parents who have authorized the Consent for Release of Education Records form to create a logon and password and to use the Parent Portal
- 📖 Create a process by which to collect and track school-aged students' grades and attendance so that their education and enrichment resources can be tailored to meet the student's specific needs
- 📖 Coordinate a campus tutoring program for the school-aged and school-enrolled youth
- 📖 Coordinate connecting the school-aged students with at least one Out-of-School Time program
- 📖 Coordinate the summer learning camps' enrollments, attendance, and completions
- 📖 Assist the Educational Services Manager with conducting the Parent and Student (7th to 12th Grade) Meetings
- 📖 Assist the Educational Services Manager with conducting one-on-one sessions with the parent(s) and student who attend the Parent and Student (7th to 12th Grade) Meetings to discuss the student's specific needs, progress, and graduation plan