

A.L.O.T Program Navigator (Bilingual Preferred)

Start Date

Available immediately – will be mutually agreed upon

Schedule

Flexible schedule - 40 hours/week

Compensation

Hourly position; \$19.00-\$23.00 per hour, commensurate with education and experience.

Mission Statement

Austin Aspires will bring together community resources and families to challenge all learners to seek excellence and equip them to achieve results through shared community vision, evidence-based decision-making, collaborative action, and investment and sustainability.

Why Austin Aspires

- You will play a key role in making a difference for students and families in our community
- Flexible scheduling that allows you to engage in meaningful work
- Competitive benefits package includes PTO, paid holidays, health insurance and retirement plan options

Requirements of Potential Candidate

- Individual must understand, or share, diverse cultural values such as trust, familism, and personalism
- Individual must have an understanding of immigration stressors, as well as an awareness of the psychosocial stressors that immigrant/diverse background students and families in our community may experience
- Individual must have the ability to practice shared decision-making with students, families and peers they will be working with
- Individual MUST be a self-starter; must be able to recognize what needs to be done and do it, not waiting to be asked or told
- Individual must demonstrate (through words and actions) belief that all students can be successful and be willing to work to remove barriers for children and families to ensure success for all
- Individual must be comfortable in redirecting student behavior as needed and practicing consistency with the expectations of students
- Applicant must be able to pass a criminal background check and have no pending criminal allegations against them.

The Navigator will:

- Be housed in Austin Public Schools
- Support students in grades 5-12 in Austin Public Schools and Pacelli Catholic Schools in five key areas: academic advising, tutoring, social-emotional health, connecting with families and connection to community resources
- The goal of the work done by the navigator is to ensure all students enrolled in the A.L.O.T program graduate high school on time with a plan for success post-secondary
- Advocate on behalf of students; and model for students how to self-advocate
- Gather and report on identified data points, continue to look for ways to improve role in the interest of students and families
- Support transition of students from IJ Holton to Ellis to Austin High School, and AHS to Riverland Community College (or post-secondary experience of choice)

- Request support from the Executive Director and colleagues in a proactive manner to best serve all of Austin Aspires.

Duties

- Work collaboratively with the Austin Aspires team, as well as the Austin Public Schools team, and Pacelli Catholic Schools team to support students in Austin Public Schools and Pacelli Catholic School in grades 5-12
- Meet regularly with identified students to review academic progress, student attendance, student discipline, involvement in extracurricular, answer questions, etc.
- Promote greater awareness of high school, college, and career opportunities
- Meet regularly with the families to answer questions, share information about the importance of high school diploma, share post high school opportunities and access to opportunities
- Support students/families in completing college applications, FAFSA applications, scholarship applications, extracurricular applications, etc.
- Work closely with leadership of Aspires, Austin Public Schools, Ellis Middle School, Austin High School, Austin Area Learning Center (ALC), Pacelli Catholic Schools to identify opportunities to create culturally responsive educational environments
- Attend community meetings, serve on community committees or in other ways be an active member of the community, gaining understanding of community resources and networking with supports in our community
- Other duties as assigned

Knowledge, Skills and Abilities:

- Preferred fluency in reading, writing and speaking a language in addition to English
- Must demonstrate understanding of diverse cultures
- Minimum of 2-year degree in human services field preferred, or passion for continued learning
- Experience in education, social sciences, working with youth and families, community development or related experiences is a plus, but not required
- Experience working with diverse socio-economic and diverse racial populations is highly preferred
- Good listening skills
- Dependable and honors work commitments
- Ability to develop relationships with students and parents of diverse backgrounds, as well as community members, support organizations in our community, Aspires and school staff
- Must believe in the mission and vision of Austin Aspires
- Passion for education, strong interest in one or more academic area (math, English, science, etc.)
- Possess strong, effective interpersonal and communication skills
- Ability to maintain a positive and cooperative rapport with parents, community partners, and others
- Ability to handle and keep confidential information
- Solid organizational and time management skills
- Proficiency in Microsoft Office, email, and electronic calendar; proficiency in basic computer use
- Willingness to participate in learning and growth opportunities within and outside of the organization
- Possess valid driver's license

APPLICATION PROCESS: Please submit a Letter of Interest and Resume to director@austinaspires.org