**Scholastic Performance Specialist III Standard Job Description**

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**Scholastic Performance Specialist III University-Wide Standard Job Description**

**Classification Title:** Scholastic Performance Specialist III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Scholastic Performance Specialist III is responsible for planning, developing, implementing, and managing student scholastic performance programs and activities utilizing maximum campus and community resources and opportunities.

**Essential Duties and Tasks:**

**30% Monitors Academic Progress**

* Meets, refers, and follows up with students regarding general scholastic questions, concerns, and needs.
* Provides scholastic direction and advice to students, both individually and in groups.
* Advises students with admission requirements, curriculum requirements, and campus academic support services.
* Fosters retention of identified groups of students through coaching, mentoring, monitoring of student grades, and other support activities.
* Interacts with college offices regarding academic progress of students related to students’ probationary terms.
* Monitors cadet GPR progress as well as degree completion progress.

**20% Course Facilitation**

* Facilitates a course for freshmen in the Corps on personal academic skills required to succeed at the University and in the Corps of Cadets.

**15% Student Success Appointments & Resource Referral**

* Advises students with study skills and time management techniques.
* Refers students to University and other resources for improving time management, test preparation, and study skills.
* Makes referrals to counseling, academic enhancement services, instructor assistance, and academic departments.
* Serves as a liaison for parents and students with the University.

**10% Program Coordination**

* Develops and revises informational materials for students, departments, colleges, and the university.
* Assists with development of programs and may oversee implementation of them to achieve specific objectives or outcomes. Coordinates Corps Academic support programs.
* Supports New Student Conferences by answering parent academic concerns for incoming freshmen. Provides indirect supervision to Student Workers.

**5% Student Records**

* Maintains an individual caseload of students.
* Maintains student information in Compass and maintains records of student contacts and achievements. Interprets data and prepares reports.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Four years of related experience in advising, recruiting, teaching, coaching, Student Affairs, or other related area.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and presentation software programs.
* Knowledge of degree requirements and student records maintenance.

**Machines and Equipment:**

* Multiline Phone System
* Fax
* Copier

**Physical Requirements:**

* None.

**Other Requirements and Factors:**

* Ability to adhere to FERPA.
* May be required to work nights, and weekends.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**

**Scholastic Performance Specialist III Standard Job Description for the Academic Success Center**

**Job Description Summary:**

The Scholastic Performance Specialist III (Success Coach III) provides professional and specialized skills for planning, developing, implementing and managing student success coaching programs and activities utilizing maximum campus and community resources and opportunities. Provides scholastic direction, offers services to students in individual and group, presentation, and workshop formats, and directs students to resources that will assist students in becoming academically successful. Monitors student progress, maintains records, analyzes data, and prepares reports.

**Essential Duties/Tasks**

**65%: Coaching**

* Maintains an individual case load of students.
* Meets, refers, and follows up with students regarding general scholastic questions, concerns, and needs.
* Fosters retention of identified groups of students through coaching, mentoring, monitoring of student grades, and other support activities.
* Provides scholastic direction and advice to students, both individually and in groups.

**10%: Records**

* Maintains records, making referrals as required, and manages organizational and administrative aspects of individual student cases.
* Develops and supervises systems for maintaining records of student contacts.
* Oversees the development of academic coaching projects and their implementation to achieve specific objectives or outcomes.
* Maintains student information in appropriate record systems and maintains records of student contacts and achievements.
* Interprets data and prepares reports as requested.

**10%: Project Management**

* As project lead, manages coaching projects as directed by supervisors.

**10%: Collaboration**

* Responds to inquiries from students and refers to appropriate University and college policies and procedures stakeholders.
* Interacts with college offices regarding scholastic progress of students related to student probationary terms and/or general academic progress.

**5%: Professional Training**

* Completes professional success coach internal & external training.

**Other Duties**

* Performs other duties as assigned.

**Qualifications**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Four years of related experience in advising, recruiting, counseling, teaching, coaching, Student Affairs, or other related area.

**Required Licenses and Certifications:**

* None.

**Preferred Qualifications:**

* Master’s degree in applicable field or equivalent combination of education and experience.
* Two years of experience in advising, recruiting, counseling, teaching, coaching, Student Affairs, or other related area.
* Advanced technical experience in word processing, spreadsheets, PowerPoint.
* Ability to multi-task and work cooperatively with others.
* Ability to facilitate competent public speaking.
* Knowledge of student development in higher education.
* Ability to lead students in developing education and personal goals.
* Knowledge of Texas A&M University’s history, mission, vision, values, and culture.
* Knowledge of the history and role of success coaching in higher education and at Texas A&M University.
* Knowledge of Texas A&M University policies, procedures, rules, and regulations relevant to success coaching.
* Knowledge of or experience with FERPA.
* Knowledge of the characteristics, needs, and experiences of emerging student populations.
* Knowledge of how welcoming environments are created and maintained in success coaching interactions for emerging student populations.
* Knowledge of resources and effective, appropriate responses to address the well-being of students.
* Ability to use Information technology applicable to relevant success coaching roles.
* Knowledge of training methods and techniques for planning, designing, developing and delivering success coaching content that is engaging, effective, relevant, and applicable to achieve desired learning outcomes.

**Required Special Knowledge, Skills, and Abilities:**

* Technical experience in word processing, spreadsheets, PowerPoint. Ability to multi-task and work cooperatively with others.

**Proficiency level: Advanced Beginner/Competent/Proficient**

(Using the novice to expert model (i.e., novice, advanced beginner, competent, proficient, expert):

Displays proficiency level of **Advanced Beginner** in the following Success Coaching skills:

* Supporting all success coaching staff within the program area.
* Conducting research and developing and delivering training, to include:
* Topics within the field of success coaching, including organizing activities for professional development.
* Coaching tools and strategies, campus resources, and relevant updates for staff.
* Informally supervising student employees to assist with administrative success coaching duties and programming.

Displays proficiency level of **Competent** in the following success coaching skills:

* Articulating a personal philosophy of success coaching in alignment with ASC models, strategies, and approaches.
* Discussing and referring students to appropriate campus resources for advising, mental health and general support issues.
* Promoting student understanding of the purpose and underlying rationale of metacognition to set expectations for student learning.
* Identifying high-risk indicators to ensure student success.
* Engaging in ongoing assessment and development of self and the success coaching practice
* Planning and/or delivering various department related student success, retention events and workshop events.

Displays proficiency level of **Proficient** in the following success coaching skills:

* Creating rapport and building success coaching relationships.
* Communicating in a respectful, and confidential manner using various communication approaches and modalities.
* Planning and conducting coaching interactions to achieve student learning and student success outcomes, operating within your scope of authority, and connecting students to resources.
* Demonstrating high ethical standards in success coaching.
* Facilitating problem-solving, decision-making, and meaning making for students through the coaching process.
* Facilitating planning and goal setting, both short-term and long-term, to achieve individual learning targets and enable future readiness for students through the coaching process.
* Evaluating the impact of success coaching on student learning outcomes through data analysis.
* Using appropriate success coaching technologies to support students, including providing reports for ASC initiatives and special populations.

**Additional Information**

**Machines or equipment used in the performance of essential duties:**

* Computer: 25 hrs.
* Telephone: 5 hrs.

**Physical Requirements**

* None

**Other Requirements or Other Factors:**

* Occasional evening/weekend work will be required.
* Attends meetings and conferences concerning students and with student groups at times beyond usual working hours.
* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements