



Student Engagement Specialist

Location: Odyssey Online Learning

Reports To: Director of Student Services (direct), Executive Director (indirect)

Direct Reports: n/a

FLSA: Exempt

Job Summary:

The Student Engagement Specialist (SES) is part of the OOL Student Services Team who strives to increase student engagement, academic achievement, retention, graduation rate, family involvement, and a sense of community. The position works frequently with Edmentum's SES Team to track student progress and ensure they are on pace for graduation. The Student Engagement Specialist will implement strategic plans to assist students in staying engaged and motivated, so they are on track for graduation, resulting in increased graduation rate at Odyssey Online Learning. The Student Engagement Specialist is part of the OOL Student Services Team and is a full-time, 200 day position, with required evening and weekend hours. The Student Engagement Specialist works remotely. Occasional travel around the state is required for student testing, student events, and professional development.

Main Responsibilities:

- Closely monitor student attendance and academic progress.
- Review student's transcripts and compare with SC high school graduation requirements to ensure they are on pace to graduate.
- Monitor student progress and notify School Counselor if student needs to change tracks (career prep, EdOptions Diploma, etc).
- Analyze student data and identify students who require intervention and ensure they receive immediate attention.
- Implement strategic plans to assist students in staying engaged and motivated so they are on track for graduation.
- Assign and schedule student support services.
- Communicate frequently with Success Coaches and collaborate on new support efforts.
- Make recommendations to Student Services Team for new support services options and vendors.
- Create and implement strategic plans to assist students in staying engaged and motivated so they are on track for graduation.
- The Student Engagement Specialist will virtually conduct, small group meet-ups, study groups, and hold student events to increase student engagement and academic achievement.
- Maintain weekly contact and progress monitoring, oversee students on academic plans, and provide pacing guides.
- Create tutorial, training, and announcement videos for students. Video examples include: training videos- study/testing prep, how to navigate the LMS, encouragement - great job!!, school announcements, "how to be a successful virtual student," and student achievement celebrations. Videos must be approved by the Director of Student Services prior to being posted or shared.
- Contact students regularly to ensure they are engaged and on pace for graduation.
- Student Engagement Specialists will also be responsible for maintaining a communications log. The log will be in the shared drive so that the Director of Student Services can monitor it on a real-time basis at any time.
- Partner with Student Services Team to improve student participation and community involvement.
- Lead local events to promote the school and increase enrollment and retention.
- Utilize staff, parent volunteers, and student leaders in the implementation of the community development plan.
- Assist with the development of marketing strategies that will result in increased enrollment, retention, and graduation rates.
- Required to attend OOL Professional Development Sessions
- Additional duties as assigned.



Key Relationships:

Internal: Executive Director, Director of Operations & HR, Assistant Administrator, Director of Student Services, School Counselor, Attendance/Tuancy Officer, SPED Coordinator, Teachers, Parents/Guardians and Students

External: Edmentum (SES Team), Businesses/Industry, Community Organizations, and Non-Profits

Key Behavioral Competencies:

- Enthusiastic, passionate and results driven to meet and frequently exceed goals and objectives within tight timeframes
- Excellent interpersonal and communications skills, and ability to converse comfortably with business, community and education leaders at all levels.
- Operates with a sense of urgency and accountability
- Proactively approaches others with a view to engaging in dialogue and building strong working relationships
- Identifies opportunities to bring others together to share information; ensures people are supporting each other appropriately; encourages exchange of ideas
- Openly shares ideas, innovations, best practices as well as failures so that others may benefit from experience; anticipates needs and ensures others receive the information they require

Qualifications:

Experience:

- Experience with Response to Intervention (RTI) preferred
- Experience in virtual education highly desired
- Experience within the 6-12 education space highly desired

Education, Training, and Technical Skills:

- Excellent verbal and written skills
- Deep understanding of outreach to underserved and diverse communities, families and students
- Bachelors Degree required

EMPLOYMENT AT WILL

Your employment with Odyssey Online Learning will be at will. This means that either you or the School and/or the Charter School Board may terminate the employment relationship at any time, for any reason or without reason.

I have read and understand the expectations of this job description.

Employee Name (Printed)

Employee Signature

Date

An Equal Opportunity Employer

It is the policy of Odyssey Online Learning to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizen status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, sex, gender identity, and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law.