

**STARS AFTER SCHOOL PROGRAM TEAM ADVISOR**

**DEFINITION**

Under the general direction of the STARS Project Coordinator, the STARS Team Advisor will serve as a STARS Team Leader and will also provide overall coordination assistance to the STARS Project Coordinator. The STARS Team Advisor will assist in the effective implementation of all aspects of the STARS Program at all program site(s) and will advise STARS Team Leaders on effective implementation of STARS Program activities.

**DIRECTLY RESPONSIBLE TO**

The STARS Team Advisor is responsible to the Family Support Services and will have their work coordinated by the STARS Project Coordinator.

**TYPICAL DUTIES**

Coordinates and provides tutoring, mentoring and enrichment activities to students enrolled in STARS, following program goals and objectives.

Develops and uses tutorial and enrichment materials suitable for pupils with a wide range of mental, physical and emotional maturities and grade levels.

Develops in STARS students an awareness of self-worth and their roles as community members.

Provides individual and small group tutorial and enrichment activities that reinforce school-day learning and addressing state standards, as well as strengthening communication skills, health habits, physical skills, and development of satisfactory self-concepts.

Plans and coordinates the work of AmeriCorps members, associates, parents and volunteers at the assigned program site(s) and on field trips.

Develops activities for parents that promote parent participation and involvement in their children's educational experience.

Communicates regularly with parents by means of family night events, daily contacts, telephone calls and home visits.

Interprets and represents STARS Program to parents and community members, as well as campus staff.

Ensures compliance with STARS Program goals, objectives, policies and procedures.

Ensures appropriate environment to establish and reinforce acceptable STARS student behaviors and attitudes.

Creates an effective environment for learning.

Maintains professional competence through in-service educational activities facilitated by program management and partners.

Facilitates curriculum development and other program planning and evaluation activities as required.

Facilitates staff committee meetings in support of the STARS Project Coordinator.

Other duties as are reasonably related to the position.

**QUALIFICATIONS**

Education: Equivalent to completion of the twelfth grade. Classes in education, psychology or a related field are highly desirable.

Experience: A minimum of three years experience in school-based programs or in community-based tutoring and/or recreation activities.