

### Student Success Manager

Review the summary of the job description below AND apply today: [6192694:Career Search \(saashr.com\)](https://6192694.careersearch.saashr.com)

#### **GENERAL SUMMARY**

Oversight and supervision of structured educational programming; including academic support and grade level reading programming for youth. This includes, but is not limited to, the creation, selection, adaptation and evaluation of program content and outcomes through data analysis.

#### **Specific Knowledge, Skills, and Abilities required include:**

- Knowledge of early literacy (0-8yrs) curriculum development and K-12 academic standards.
- Ability to analyze data to evaluate program effectiveness
- Knowledge of assessment and measurement practices in K-12 education.
- Knowledge of library science, youth development and family engagement.
- Organizational skills and the ability to multitask.
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes.
- Exercises a high degree of initiative and decision making to meet deadlines and achieve objectives.
- Exercises an advanced level of verbal and written communication.
- Ability to demonstrate proficient use of personal computer software or systems applicable to the essential functions of the job, which may include (but not be limited to) email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various systems or software used by CCPL.
- Skills necessary to develop and maintain effective and appropriate working relationships with co-workers, customers, vendors, and/or representatives of other agencies.

#### **ESSENTIAL JOB FUNCTIONS**

- Complies with Cuyahoga County Public Library's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.
- Evaluates and analyzes components of ODE approved assessment tools, both for data analysis and to make recommendations for library usage.
- Assesses youth participating in all research studies using an ODE approved assessment method utilized by the library system
- Responsible for data collection and analysis, student confidentiality and reporting to funders and partners.

- Supervises educational programming staff in the implementation of curriculum to assure expected outcomes are met.
- Provides central oversight and support for CCPL relationships with schools and universities.
- Oversees the selection and purchasing of educational programming supplies and resources.
- Leads the creation, selection, and adaptation of curriculum used in grade level reading and structured educational programming.
- Provides site visits to support and train branch youth staff and educational programmers as needed.
- Other duties as assigned.

#### **Summary Minimum Education & Experience Required**

- Masters in Education or equivalent.
- Two to four years of library experience including work with youth preferred.

#### **OTHER TESTING/LICENSES REQUIRED**

- A valid Ohio Driver's license must be maintained at all times, with a good driving record. Must have the ability to be insured by CCPL's insurance to operate vehicles on CCPL business. Inter-branch travel will be routinely required.
- A criminal background check is required and pre-employment drug screening.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Occasional exposure to minor discomforts of outside weather conditions when traveling between various branches of CCPL.
- Light physical effort required including occasional lifting of light weight objects (up to approximately 25 pounds).
- Occasional minor discomforts from frequent use of a computer.