Administrative Team Member Job Descriptions

Team Leader

- Must be a full-time staff member or board member, preferably your school principal.
- Who? School principal, board member, or other full-time staff.

1. The Team Leader is responsible for general program oversight, including ultimate responsibility for submission of all required paperwork.

2. The Team Leader ensures students, parents (PFE), and mentors are given a proper orientation.

3. The Team Leader meets with team to develop criteria for student selection.

4. The Team Leader will design guidelines for safety and enforcing timely reflections and consistent visits.

5. The Team Leader identifies committed volunteers and staff to assume roles required by the grant.

6. The Team Leader facilitates effective communication among team members.

7. The Team Leader completes the Assist and/or PFE Grant Application(s).

8. The Team Leader completes yearly "Review and Analysis".

9. The Team Leader coordinates site visits with the Southern Adventist University Assist and PFE team as needed.

10. The Team Leader ensures Assist/PFE window decal is displayed at the school and school website contains information about Assist/PFE.
Coordinator

- May not be the principal, teaching principal, or a full-time teacher.
- Who? Parent volunteer, school secretary, teacher’s aid, board member, etc. Someone who is able to commit time and is passionate about your program(s).

1. The Coordinator provides an orientation for students (and parents in PFE) before students start their visits for the year.
2. The Coordinator oversees, with the Mentor Liaison, that students are matched with mentors to ensure compatibility, a nurturing environment, and compliance with program guidelines.
3. The Coordinator designs and/or use existing materials to create activities and projects to help students enhance their visits.
4. The Coordinator enforces safety, visit reflection, and visitation consistency guidelines created by the Team Leader.
5. The Coordinator provides support to students and parents in regards to safety, program questions, emergencies, and decline/passing of a mentor.
6. The Coordinator approves student visit reflections weekly.
7. The Coordinator ensures students, parents (PFE), and mentors complete the mid-year or end-year survey.

Mentor Liaison

- Who? A pastor or visiting elder (someone who enjoys visiting with people) from a constituent church, the Coordinator, or a parent volunteer.

1. The Mentor Liaison meets with each mentor and provide an introduction/orientation to the program before visits start for the year, making sure the mentor understands the program and its expectations.
2. The Mentor Liaison ensures that each mentor’s needs are being met at that the match is effective by checking in with each mentor once per month.
3. The Mentor Liaison helps Coordinator to oversee students are matched with mentors to ensure compatibility, a nurturing environment, and compliance with policies and guidelines.
4. The Mentor Liaison communicates with Coordinator if any match concerns rise from monthly check-ins.

Financial Administrator

- Who? School treasurer or business manager. Whoever manages your students’ tuition accounts.

1. The Financial Administrator keeps track of the 30% fundraising to report on monthly RFF.
2. The Financial Administrator sends monthly RFF to the Assist & PFE office by the deadline, making sure to include amount fundraised during the month.
3. The Financial Administrator communicates with Coordinator to receive copy of monthly Request for Funds to be able to allocate tuition assistance.
4. The Financial Administrator includes on students’ tuition statements a notation that the scholarship funds are provided by "Southern Adventist University’s [Assist or PFE] Grant Program".

Fundraiser

- Who? A board member, the Team Leader, or an individual from your school’s development office.

1. The Fundraiser creates a plan before the school year begins to fundraise 30%.
2. The Fundraiser secures donations for school’s portion (30%) of student tuition assistance.
3. The Fundraiser acknowledges local donors.
Assist Student Supervisor

- This position is only necessary if your Assist students are visiting a facility together. Usually only needed at boarding academies.
- Who? Current academy work coordinator, Assist Coordinator, parent volunteer, part-time staff, etc.

1. The Assist Student Supervisor will transport students to and from a facility and/or community placements.
2. The Assist Student Supervisor will require Assist ID badges while on visits at a facility.
3. The Assist Student Supervisor will actively supervise during student work hours.