



Jalen Rose Leadership Academy
Future Jaguar Role Specifications

Job Title: Postsecondary Success Coordinator	Contract Type: Salaried (Full Time)
Department: Instructional	Salary: See Compensation Matrix
Reports to: PSST Manager	Schedule: 12-month

As an educator with Jalen Rose Leadership Academy, you are considered a guardian to our students (whom we refer to as scholars). You will also build trust and community in your classroom via clear and timely communication with your scholars and families. At JRLA, we have created a model specifically designed to raise achievement for historically underserved scholars. We support your creativity and wholeheartedly encourage a rigorous, personalized, and well-rounded educational experience to meet the unique needs of each scholar in your classroom.

Established in 2011 by NBA Star Jalen Rose and Co-Founder Michael Carter, JRLA is located on the Northwest side of Detroit in the zip code where Jalen grew up. An open enrollment, tuition-free, public charter high school, JRLA provides a leadership-focused education to 420 scholars and nearly 1,000 alumni. The mission is to empower all scholars to develop the strength of character, skills, and knowledge needed to matriculate, be great in, and graduate from college or a postsecondary program so that they have the opportunities to be successful in the competitive world and take care of themselves and the people they love.

Built around a 9-16 model, JRLA has never wavered in its pursuit to improve the educational landscape for Detroit area youth. After 13 years of operations, JRLA remains steadfast in its commitment to not only get scholars to graduate from high school but for them to graduate from college or a postsecondary program as well – outcomes that are real game changers in urban education. With a 97% high school graduation rate, 100% college and postsecondary acceptance, and a leader among open enrollment high schools in Detroit for college matriculation (69% compared to a state average of 64%), JRLA knows the path to college and a successful future.

JRLA is authorized by Central Michigan University and is a self managed single-site charter school.

Job Summary: The Postsecondary Success Coordinator is a member of the JRLA Postsecondary Team. This position builds relationships with JRLA graduates to support their pursuit of higher education specifically at a 4yr university or college. Efforts are generally focused on academic, social, emotional, and financial success to support student enrollment and persistence through to graduation. The use of discretion and independent judgment helps drive results. These efforts manifest themselves through data management, regular communication with alumni, visits to college campuses, college partnerships, and alumni events. This position also requires the coordinator to maintain college and scholarship partnerships to ensure strategic goals are met.

Essential Job Tasks:

- Develop engaging lesson plans that support diverse learning needs.
- Organize and facilitate college/university orientation sessions, course registration, and the development of individualized long-term graduation plans while monitoring academic performance (GPA, credits, SAP) and supporting transfer and re-enrollment processes.
- Assist alumni, families, and students with financial aid adjustments, verification processes, scholarship counseling, and troubleshooting any financial challenges.

- Provide emotional and social support by visiting college campuses, coordinating meetings with key administrators, connecting students with campus resources, and supporting college application and senior transition initiatives.
- Maintain regular outreach and communication with alumni via various channels, logging interactions and updating tracking systems for enrollment, graduation, and persistence, as well as sharing job and scholarship opportunities.
- Collect, manage, and analyze data—including college enrollment status, academic performance metrics, FAFSA completions, and survey feedback—to drive curriculum updates and enhance alumni support initiatives.
- Oversee scholarship management in collaboration with the board by allocating funds, facilitating selection processes, coordinating thank-you letter collections, and maintaining communication with partner institutions.
- Plan and execute key events, such as scholarship breakfasts, alumni panels, send-off celebrations, and FAFSA renewal workshops.
- Uphold professional ethics and standards as an educator and a member of the Jaguar family.

Minimum Job Qualifications:

- You believe **ALL** children can and will succeed regardless of their zip code.
- You have earned a Bachelor's degree in the subject area or related field (Master's degree preferred).
- You have a valid Michigan teaching certification OR verifiable expertise/licensure in the content area (preferred).
- You have a minimum of 3 years of teaching experience OR academic advising experience with demonstrated results.
- You possess strong classroom management skills and the ability to inspire and motivate high school scholars.
- You are an excellent communicator with professional interpersonal skills.
- You are able to work independently.

Core Competencies:

- A passion for working with scholars and families in under-served communities
- Effective verbal and written communication skills
- Team player with strong interpersonal/influence skills
- Possess organizational and technology skills

Why should you apply?

- Competitive Salaries
- Paid Development Opportunities
- Retention Bonuses
- Monthly Mental & Physical Wellness Events & Initiatives
- JRLA fringe benefits (birthday gifts, team building events, SWAG, unique experiences)

Our Core Values:

- The power of **RESPECT**: I find success through empathy and integrity
- The power of **DETERMINATION**: I have the will to succeed
- The power of **EXCELLENCE**: I must take ownership in my learning to succeed
- The power of **FAMILY**: I succeed when we all succeed

This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Employee Name:	PLEASE PRINT
Employee Signature:	Date:
Supervisor Signature:	Date:

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