

POSITION DESCRIPTION: Academic Coach, High School

Salary: \$30,00-\$36,000

Position Type: Full-time (40 hrs/week), hourly

Reports To: Program Manager

Department Office: Education Programs, High School, College & Career

Position Overview

The High School Academic Coach is a full-time, non-exempt position responsible for the academic tracking, resource management, and character mindset development within the Hilltop Scholars high school program. Reporting to the Program Manager and with the support of program staff, this position will engage with students to build relationships and develop skills, work with school teachers and administrators to assess student performance and engagement strategies, and finally help support efforts surrounding the life-skill development of students which help set the foundation for success in academic and non-academic aspects of their lives. The Academic Coach will support and adhere to a program culture that is safe, builds community, encourages excellence and embraces Peace Community Center's core values. This position will work collaboratively to ensure that participating students grow leadership skills, explore career pathways, graduate high school on time, and enroll in a post-secondary degree or program.

Responsibilities

Mentor Role

- Belief and cultivation of students' ability to grow and achieve at high levels
- Willingness to attempt multiple engagement strategies in support of student progress
- Initiate outreach to parents/guardians in order to learn parent goals for student, discuss strategies for achieving goals, review student progress, and reinforce program expectations
- Have a warm and inviting demeanor that is welcoming to all students
- Meet and seek out student—help build skillset to get students to follow through on arranged meetings
- Encourage and support students through difficult moments as well as moments of celebration
- Be open to attend school events: parent/teacher conferences, sports, ceremonies

Academic Coaching and Tutoring

- Routinely refer and use the condensed Check & Connect engagement model
- Meet with each student at least twice a month
- Review students' school attendance, behavior and academic data
- Assist students in setting goals and monitoring, revisiting, and reframing progress toward goals
- Facilitate student development and use of key academic strategies
- Facilitate and promote college aspirations and awareness in students
- Support students in connecting to internal/external resources, curriculum, and developmental support
- Contact teachers/counselors and make school visits/class visits when appropriate to get additional student information and observe student habits
- Establish and reiterate cultural norms and rules with students

- Communicate with parents/guardians about student progress and program engagement through variety of mediums (i.e. reports, note cards, letters, phone calls and meetings)
- Support tutoring volunteer retention efforts by ensuring connection and follow-through of students in need of academic support
- Diligently work to ensure students have tutoring opportunities as needed
- Facilitate and promote college aspirations and awareness in students
- Discuss with students the correlation between attendance, behavior and coursework and their future college and career options
- Assist students in connecting with high school completion resource, including alternative graduation paths
- Foster key performance mindsets and behaviors in students such as perseverance, self-advocacy, problem solving, and others
- Discuss with students the correlation between their participation/behavior to long-terms plans
- Encourage respect for self and others
- Help develop a mindset of growth trends and celebration of self-discovery and reflection
- Engage and facilitate difficult conversations

Administration, and Special Projects

- Track student academic progress and performance through a timely collection/reporting of data
- Support the planning and the implementation of programming (i.e. afterschool programming, tutoring and/or enrichment, fun & service field trips, and seminars/workshops)
- Participate in all staff and ongoing staff meetings
- Participate in special projects and committees as requested and approved by supervisor
- Support development and fundraising activities, which includes but is not limited to: providing stories, connecting students/families with development team, participating in site visits, and supporting and inviting people to fund raising activities
- Actively engage with Program Manager on feedback and support needs
- Participate in Peace Community Center board meetings, board activities as requested, as well as appropriate Peace Lutheran Church events

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Experience & Qualifications

Successful candidates must be committed to the belief that all children and youth can learn and be successful contributors and leaders of their community and society. Strong candidates will be self-starters, detail-oriented, approachable, and committed to learning and navigating the public school systems.

Qualifications include:

- *Demonstrated commitment to inclusion, equity and anti-racism:*
 - *Experience working in racially and ethnically diverse environments*
 - *Demonstrated commitment to understanding and dismantling structural racial inequity*
 - *Desire to further personal understanding of racial and social justice work*
- *Bachelor's degree or 3-4 yrs experience working with high schoolers towards academic attainment*
- *Experience working with high school students (groups/one-on-one) and cultivating a good relationship including group facilitation and management*
- *Experience working with parents of youth, teachers, administrators and counselors*
- *Ability to cultivate students' strengths in order to achieve at high levels*
- *Knowledge of behavioral redirection strategies and growth mindset*
- *Strong critical thinking and problem solving as well as time/project/email management skills*
- *Knowledge of high school graduation requirements (State and Tacoma Public Schools)*
- *Ability to connect and build rapport with people (e.g. youth, staff, families, etc.) of diverse cultural, ethnic, socioeconomic, professional and faith backgrounds*
- *Be a thoughtful problem solver by conducting research, analyzing competing perspectives, and making informed decisions*
- *Excellent written and interpersonal communication skills required*
- *Ability to adapt to new and rapidly changing situations*
- *Ability to work effectively in a team environment*
- *Ability to use: MS: Word, Excel, PowerPoint, Publisher; Google Apps: Docs, Forms, Calendar, Drive; social media platforms*
- *Valid driver's license and ability to drive to multiple sites within a day*

Compensation:

Annual salary for this position will be \$30-36,000 with a generous benefits package including vacation/sick time, medical, dental, vision, 403(b) retirement plan.

Application Instructions

Please submit a position-specific cover letter and resume in one file to:
jobs@peacecommunitycenter.org with the subject line: High School Academic Coach.

The priority deadline for this position is August 7th, 2020 . Incomplete applications will not be considered. Finalists for this position must satisfactorily complete a pre-employment background check.

The start date for this position is September 1, 2020.



Peace Community Center is committed to becoming an anti-racist, multicultural organization. We do not discriminate on the basis of race, religion, sex, gender identity or expression, sexual orientation, age, immigration status, national origin, disability, veteran status, or any other characteristic protected by law.