



Academic Success Coach 2021-2022 School Year

Compensation: \$15/hour

Location: Tacoma, WA

Position Type: Non-exempt, Part-time (20 hours/week)

Length of Commitment: 9.5 months (end of August - early June)

Reports To: Program Manager (Education Division)

About Peace Community Center

Peace Community Center is rooted in faith and the Hilltop neighborhood and believes that education is an integral part of a strong community. Peace Community Center's mission is to create transformational educational experiences for Hilltop youth and families of promise empowering future success in college, career, and community leadership.

About the Position

The primary function of this position is to provide direct tutoring and mentoring services to program participants including academic, social and emotional, and general support for successful program delivery. Under the direction of the Program Manager, the Academic Success Coach will develop a culture of belonging and excellence among a cohort of elementary or middle school participants through 1:1 check-ins, tutoring, self-regulation best practices, development and facilitation of STEAM enrichment activities, and regular contact with family members.

Academic Success Coaches are required to maintain accurate and detailed records of all student/family contacts, participate in program activities, and engage in all required trainings and meetings. Academic Engagement Coach are expected to inform students and appropriate school staff of program activities, as well as report to the Program Manager all issues/concerns pertaining to student(s) in their respective cohorts.

Experience and Qualifications

Successful candidates must be committed to the mission of Peace Community Center and have a passion for and commitment to the Hilltop community and the education of Hilltop children and youth. Candidates must demonstrate strong belief that all children and youth can learn and be successful contributors and leaders of their community. Candidates must demonstrate a commitment to diversity, equity, and inclusion. Strong candidates will be detail-oriented, approachable, and determined to learn organizational structures within the not-for-profit sector as well as K-12 and College & Career.

Required Qualifications

- No prior work experience required.
- Must have obtained a high school diploma OR be enrolled in a Tacoma high school as a Junior or Senior during the 2021-2022 school year.
- Undergraduate and graduate students with an interest in education or social service are highly encouraged to apply.
- Priority will be given to those who are connected to the Hilltop Scholars program or Peace Community Center in previous capacities.



Preferred Experience and Qualifications

- STEM, Reading, Arts, Social Justice Background
- A willingness to learn and work as part of a team.
- A high degree of professionalism and the ability to follow instructions.
- Strong time management and reliable transportation.
- Demonstrated commitment to racial equity:
 - Experience working in racially and ethnically diverse environments
 - Demonstrated commitment to understanding and dismantling racial inequities
 - Desire to further understand institutional racism through collective discussions, readings, and trainings
- Ability to adapt to new and rapidly changing situations
- Strong social and emotional skills
- The ability to demonstrate a friendly, courteous and professional manner while working with students and families, volunteers, external partners, school and Peace staff
- Skilled knowledge of Google Apps and Microsoft Office Suite

Primary Responsibilities

Academic Support, Engagement, Mentorship

- Be a positive role model to program participants.
- Oversee the academic and social and emotional well-being of a cohort of students.
- Build meaningful relationships with students, families, and teachers.
- Provide group or one-on-one academic tutoring sessions in all elementary or middle school subjects.
- Implement social and emotional learning best practices including but not limited to: warm welcomes, zones of regulations, and community circles.
- Design and facilitate enrichment activities based on interests and skill sets.
- Assist with the facilitation of STEAM enrichment activities.
- Maintain a daily contact log including but not limited to: case notes from 1:1 meetings with students, daily program attendance, family engagement attempts, etc.
- Support family engagement events.
- Communicate regularly with families on student progress.
- Support with survey dissemination and facilitation.
- Support the design, planning, and implementation of spring break programming, and Summer Learning Academy.

To be a successful Academic Engagement Coach, candidates will demonstrate

Leadership & Service

- Model the attitude and mindset of a Peace Scholar through your work ethic, optimistic attitude, and through your willingness to overcome obstacles.
- Have a strong commitment to learning and understanding concepts related to equity, systemic oppression, and anti-racism.
- Proactively leverage the resources around you, including asking for support from your fellow Coaches, direct supervisor, and other Peace staff.
- Build strong relationships with Peace and school staff members, students, families, volunteers, and community partners.
- Be accountable for your actions and responsibilities, be willing to give and receive constructive feedback.
- Display a high level of integrity and commitment to your work.



Essential Duties

- Make every effort to engage with students and staff.
- Supporting activities both inside and outside of the classroom.
- Actively participate in field trips and be willing to lead enrichment activities as needed.
- Support meal time food distribution, monitoring, and clean-up.
- Willing to step up as a leader when needed, being proactive in your approach to the responsibilities of this position.
- Attend all training, meetings, and scheduled work days.
- Arrive on time daily and leave when duties are completed, no earlier than the scheduled time, unless otherwise specified by your supervisor.
- Pre-arranged days off are permissible, but must be communicated to and approved by your supervisor well in advance.
- Abide by all Peace and school building policies.

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.

Benefits and Hours

- \$15/hour (20 hours/week)
- Professional development and mentorship opportunities will be provided throughout the term of employment in addition to training related to email correspondence, administrative duties, one-on-one mentoring, communication skills, academic tutoring, social and emotional learning, development and facilitation of STEAM enrichment activities, equity in education, and social justice.

SAMPLE Schedule (varies depending on programming needs)						
Program	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
ELEMENTARY McCarver Scholars	Elementary Afterschool Program 2:30-6:00pm	Elementary Afterschool Program 2:30-6:00pm	Elementary Afterschool Program 2:30-6:00pm	Elementary Afterschool Program 2:30-6:00pm	Training/Meeting: 1:00-4:00pm	<i>Peace Training</i> <i>Monthly Family Night</i>
MIDDLE Bobcat Scholars	Middle School Afterschool Program 1:30-5:45pm	Middle School School-Day Program 10:30-2:30pm	Middle School School-Day Program 10:30-2:30pm	Middle School Afterschool Program 1:30-5:45pm	Training/Meeting: 1:00-3:00pm	<i>Peace Training</i> <i>Monthly Family Night</i>

Application Process and Timeline

Applications will be reviewed and processed on a rolling and as-needed basis.

The Academic Success Coach Application can be found at linktr.ee/peacecommunitycenter.