



Academic Success Coach, High School 9th-12th

Salary: \$40,000 annually

Location: Tacoma, Washington (Open to Washington Residents Only)

Requirements: Applicants must be fully vaccinated against the COVID-19 virus upon hire

Position Type: Non Exempt, Full-time (40 hours/week)

Reports To: High School Program Manager

Department: Education Programs, High School/College & Career

Position Overview: The High School Academic Success Coach is 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 diverse students enrolled in Tacoma Public Schools in grades 9-12. The Academic Success Coach builds relationships with scholars, supports their academic growth, supports the development of a post-secondary pathway, assists with college and career identification, the college enrollment process, scholarship identification, the development of habits of success, leadership development and the social emotional development of high school students. 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, striving for a 3.0 GPA or higher and enroll in a post-secondary degree or program.

About Peace Community Center: 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. Rooted in the Hilltop neighborhood of Tacoma, Peace believes that education is an integral part of a strong community.

Peace Community Center's Educational Programs: Peace Community Center offers a pathway model of holistic services that supports the whole child of over 330 students annually in grades 2-12 to and through college and career. Our team provides scholars and families academic and social-emotional resources, enrichments and development resources to ensure scholars' academic and social-emotional development are positively impacted throughout their academic journey in school and home. In partnership with Tacoma Public Schools and students' families, our goal is for students to persist through a proven academic pathway model of success from elementary, middle to high school and graduate on-time to obtain a post-secondary degree, apprenticeship and employment opportunities of best fit.

To learn more about our programs and services, visit: www.peacecommunitycenter.org.

Anti-Racism Statement: Peace Community Center is committed to confronting systemic racism and all forms of oppression to promote personal growth, social justice, and reconciliation.

Faith Rootedness Statement: Peace Lutheran Church birthed Peace Community Center out of faith and a deep commitment of love for the Hilltop neighborhood, gifted Peace Community Center to Tacoma, and continues to closely partner with Peace Community Center to serve Hilltop youth and families today.

Academic Success Coach Responsibilities

Academic Coaching and Tutoring

- Recruit a caseload of 30 students per grade and maintain on-going relationships and connections to achieve academic, organizational and professional goals
- 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
- 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
- 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

Mentor Role

- 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
- 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

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
- Participate in Peace Community Center board meetings, board activities as requested, as well as appropriate Peace Lutheran Church events

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 o 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

Salary: Exempt, Full-time (40 hours/week) position with a pay of \$40,000.

Benefits: Generous personal leave and benefits package, including paid time off; health, vision, and dental insurance at 100% employer paid premiums for employees and 50% for dependents; and 403(b) retirement plan with 3% employer contribution.

Application Process and Timeline Please apply online by submitting your cover letter and resume in **a single PDF document** via email to jobs@peacecommunitycenter.org. Please use the subject line "Academic Success Coach, High School 9-12." In your cover letter, please describe your interest in Peace Community Center and your qualifications for the position for which you are applying. Early applications are highly encouraged. **The priority application deadline is Monday, October 18th, 2021.**

Incomplete applications will not be considered. No phone calls please. Finalists for this position must satisfactorily complete a pre-employment background check, must be fully vaccinated against COVID-19 and be available to work in-person upon hire.

Qualified candidates will be interviewed on a rolling basis until the position is filled.

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.