



Position	High School Academic Coach (2 positions available)
Location	Tacoma, Washington
Reports To	Director, High School, College & Career
Website	www.peacecommunitycenter.org

Summary

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 Director 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.

Primary Responsibilities

Mentor Role

- Have a warm and inviting demeanor that is welcoming to all students
- 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

Academic Coaching and Tutoring

- Routinely refer and use the condensed Check & Connect engagement model
- Meet with students in weekly 1-on-1 meetings
- 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
- Serve as tutor as needed

College Prep and Career Advising

- 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 resources to build skills, further learning, gain experience, and explore career options
- Communicate with students the value of transferable skills as it applies to the career of their choice
- Encourage the exploration behind complementary fields of study
- Work with Director to develop network of resources surrounding college admissions, college experience, job and internship opportunities, and career exploration

Enrichment

- 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-term 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

- Collaborate with staff to identify socio-emotional needs and barriers affecting students' achievement
- Track student academic progress and performance through a timely collection of data
- 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
- Support the planning and the implementation of programming (i.e. afterschool programming, tutoring and/or enrichment, fun & service field trips, and seminars/workshops)
- Support the facilitation and implementation of data collection tools
- Submit data in timely manner
- Communicate and coordinate with staff member working with volunteers
- Collaborate with staff to support student engagement and retention initiatives
- Actively engage with Program Director on feedback and support needs
- Work with community organizations and schools to bring forward a more dynamic curriculum
- Participate in programmatic design as opportunities are made available

Experience & Qualifications

- Bachelors degree preferred
- Experience working with high school students (groups/one-on-one) and cultivating a good relationship
- 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 time management, project management and email management skills
- Knowledge of high school graduation requirements (State and Tacoma Public Schools)
- Familiarity with alternative ways of graduation, dual credit enrollment and credit retrieval
- Knowledge of CADRS (minimum college admission requirements)
- Serve cooperatively and communicate effectively with others from diverse cultural backgrounds
- Be a thoughtful problem solver by conducting research, analyzing competing perspectives, and making informed decisions
- Knowledge/Experiencing in tutoring: algebra, geometry, trigonometry, pre-calculus, English composition, biology, chemistry, world history, and/or US history is a plus
- 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 \$30,000 with a generous benefits package including vacation/sick time, medical, dental, vision, 403(b) retirement plan.

Accountability

- Initial SMART goal plan will be developed with staff and reviewed/alterd periodically
- An initial self-assessment, director review and peer review 90 days after hire
- Yearly self-assessment, director review and peer review from date of initial review

Application Instructions and Tentative Timeline Instructions

E-mail position-specific cover letter and resume in one PDF file to: jobs@peacecommunitycenter.org by the priority deadline. Email subject line should read: "High School Academic Coach." Incomplete applications will not be considered.

**June 12 th	Priority Deadline
**June 15 th – 16 th	Phone Interviews
**June 19 th – 23 rd	Group Interviews
**June 26 th – 30 th	Final Interviews
**July 10 th	Start Date

Finalist for this position must satisfactorily complete pre-employment background check.

PCC is an equal opportunity and affirmative action employer committed to assembling a diverse staff.