



## Academic Coach

Durham Children's Initiative (DCI) is committed to improving outcomes for children, families and youth living in Durham. Our long-term vision is to have all youth affiliated with DCI successfully graduate from high school, ready for college or a career. We work to achieve this vision by providing a continuum of high-quality services for children and youth extending from birth through college and career. DCI collaborates with over 40 local organizations and community members who share our vision to provide these needed resources and supports to Durham children and families.

Aligned to that commitment, DCI is seeking to fill the position of **Academic Coach (AC)** for students in the following grade clusters (3-5, 6-8, and 9-12). This part-time hourly position reports to the DCI Director for Academic Success. In addition to being an expert in at least one common core subject, the ideal **AC** understands the importance of creatively working to close the academic achievement gap by strategically developing academic interventions. Our **ACs** must utilize culturally relevant and socially sensitive academic frameworks specifically tailored to suit each students' needs. Our **AC** works closely with the Academic Support Team, school personnel, and families to ensure youth are engaged and have knowledge of strategies to ensure student success. The **AC** must be results driven with the ability to monitor student growth and improvement.

### RESPONSIBILITIES

Each Academic Coach will support a caseload of 10-15 DCI students towards academic growth and progress by:

- Providing specialized content specific tutoring and homework help
- Preparation, implementation, and tracking individualized interventions to improve student's proficiency
- Assisting with organizational skills/ learning strategies
- Building study habits (accountability)
- Tutoring in specific core subjects (ELL/ELA, Science, Math)
- Providing support for college enrollment
- Tracking student proficiency/growth and develop interventions when necessary
- Conducting virtual meetings with each student 1-3 times weekly or adjusted as needed
- Discuss, plan, and work towards academic or personal goals

In addition, the AC may:

- Communicate biweekly with students' families about student goals and progress
- Communicate with students' teachers as needed
- Communicate with appropriate DCI staff (i.e. Advocates, Academic Support Team members) as needed to streamline communication about successes, areas of growth, and support structures/plans
- Attend biweekly check-ins and monthly supervision with the Academic Support Team to discuss systems, supports, gaps, and the overall successes
- Until further notice, all meetings with staff and students will occur virtually (over phone, Zoom, or other predetermined online platforms)
- Meetings will be monitored and recorded to be in Child Safeguarding compliance

The commitment for an AC is 10-15 hours per week; Sept-Dec 2020 (with potential for year-round sessions).

## QUALIFICATIONS

- Bachelor's Degree in Education or appropriate content area preferred **or** five years' work experience in education
- Bilingual English/Spanish strongly preferred

**Applicants interested in the specialized support should also possess the following skills:**

EC Support:

- Experienced with IEP and 504Plans (certification preferred)
- Ability to adapt support and instruction based on the student's IEP

ELL Support

- Use of language and teaching strategies to increase English proficiency for students who speak a language other than English at home
- Familiarity with the ELL Teaching Manual or sheltered instruction teaching model

**Benefits and Salary:** The Academic Coach position is funded by DCI through an ELISS grant. It is a contracted position. The hourly rate will range between \$20 for coaches and \$30 for certified EC and ELL coaches.

**Anti-Discrimination Policy:** DCI prohibits discrimination and harassment, and provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex or age. DCI is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans.

**Commitment to Child Safeguarding:** DCI's selection process reflects our commitment to keeping all children safe from harm. To this end, all DCI staff members who may be in direct contact with children and youth will be trained on their duty to report as well as DCI's Child Safeguarding Policies. All potential applicants will be screened through both a state and national database of criminal offenses, sexual offenses, and for acts of terrorism.

**Employee Acknowledgment:** The job description is intended to provide an overview of the requirements of the position. It is not all-inclusive. DCI may require other functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type or kind.

**How to Apply:** Applications will be reviewed immediately and will be considered on a rolling basis until Oct. 31, 2020. Applicants should send resume, application and two references by email (please place Academic Coach in subject line):

**Kevin Kay, Director for Academic Support**

[Kevin.Kay@dc-nc.org](mailto:Kevin.Kay@dc-nc.org)



## APPLICATION

1. **Name:**
  
2. **Contact Email:**
  
3. **Contact Phone Number:**
  
4. **Why are you interested in working as an Academic Coach with the Durham Children's Initiative (DCI)?**
  
5. **Please rank order your grade-level preferences (1= top preference):**  
  
\_\_\_\_ Grades 3-5  
  
\_\_\_\_ Grades 6-8  
  
\_\_\_\_ Grades 9-12
  
6. **Please describe your experiences in supporting student learning:**
  
7. **This position will require working with students in a low-income and/or students of color community. Describe your experience working with our target population.**
  
8. **Relationships are critical to working effectively with others. How do you build relationships with your students?**
  
9. **Please describe your experience and comfort delivering a solid virtual or blended learning academic program for students:**

11. Please describe your approach to ensuring the social-emotional well-being of your students and establishing a positive remote classroom and learning community:

12. If hired, what resources or supports would be helpful to you?

13. Please list the name, title/position, email, and contact phone number of two references who could speak to your teaching experiences and/or your professional background

1.

2.

14. What other information would you like us to take into account when considering your application?