



## **Parkesburg Point Youth Center**

### **Academic Coordinator**

#### **JOB DESCRIPTION**

##### **PERSONAL REQUIREMENTS:**

1. A Christian and active church member
2. Letter of recommendation from your Pastor
3. Knowledgeable in the Gospel and able to share it
4. Must be able to sign our Code of Conduct and Statement of Faith
5. Must pass Employee PA State require background checks and clearances
6. Valid PA Driver's License
7. A Bachelor's Degree and experience with tutoring and teaching
8. Knowledge of applying for Trade Schools and Colleges as well as the Financial Aid Process

The Academic Coordinator will develop and manage a comprehensive academic support program that leverages technology and online resources to connect tutors with their pupils. The Academic Coordinator will recruit and train a team of volunteer tutors from the community, churches, and colleges to work with students in person or remotely, while connecting with teachers, counselors, and parents to provide the best academic plan for each student. The Academic Coordinator will create a reward system for report cards, grades, and progress shown. The Academic Coordinator will also identify students who need help moving toward higher education, the trades or certification programs, and help them connect with their school counselor, the trade school or college, set up tours, and start and complete the process of financial aid needs. Because the Academic Enrichment program falls under "Programs," the Academic Coordinator must be willing to assist co-workers in the daily activities when not tutoring and carry out any duties that the Program Director (Supervisor) assigns.

### **Academic Coordinator Responsibilities:**

- Develop and manage a comprehensive academic support program.
- Match volunteer tutors with student needs; coordinate and schedule volunteers with tutoring students, review and discuss volunteers' expectations, communicate expectations of the volunteers.
- Create a reward system or re-occurring event celebrating students who bring in their report cards and have shown improvement or a maintaining of good grades.
- Implement a system of communication between teachers, parents, coaches, school counselors, and volunteer tutors to track progress or any issues that might arise.
- Work with Remote Learning students—understand the system that is being used, request access and help them to organize and complete their work on a timely basis.
- Consistently research and implement new strategies and resources for tutoring students.
- Train volunteers and students on how to utilize computers and online resources in the tutoring process.

### **Parent Liaison:**

A Parent Liaison works to bridge the gap between home, school, and THE POINT by helping parents get the information and support they need to ensure their child's academic, social and spiritual success.

- Develop relationships with parents through phone calls and meetings to both assess the need and goals of utilizing the Academic Enrichment program.
- Implement a system of communications between teachers, parents, and volunteers.
- Coordinate volunteer programs for parent/legal guardian and other individuals as assigned for the purpose of assisting in improving the academic, social, and spiritual success of the student.
- Counsel students, parents/legal guardians for the purpose of evaluating situations, solving problems, resolving conflicts, referral to appropriate professionals and enhancing probability of student success in school and at THE POINT.
- Maintains a variety of confidential and non-confidential lists and records (computerized and manual), (e.g. work/appointment schedules, contact logs, parent resources, etc.) for the purpose of documenting and/or providing reliable information
- Participate in at-home visits as needed and/or assigned for the purpose of enhancing student success, increasing parent/legal guardian understanding and/or ensuring safety of students and/or personnel.
- Prepare a variety of documents, reports and written materials (e.g., student progress, contacts with parents, teachers, outside professionals, etc.) for the purpose of communicating information to parents and staff; providing written support, developing recommendations and/or conveying information
- Refers students and parents to outside agencies for the purpose of meeting the needs of the students.
- Serves as liaison to parents/legal guardians and students for the purpose of removing barriers to students' success in school.

**Skills:**

- Able to develop positive rapport with Coatesville and Octorara students, parents, teachers, counselors, and coaches.
- Excellent communication skills
- Working knowledge of Microsoft office suite and Google Suite.
- Familiarity with Khan Academy.
- Able to take students through financial applications for college or trade school i.e., FASFA, private loans, etc....
- Ability to research possible scholarship availability for our students interested in higher education or the trades.
- Able to organize a schedule and curriculum for each student and their specific needs. Keep a report of needs, progress, and any specialized help that may be needed, or any communication that take place between parents, the student, and the school.

**Hours:**

Monday-Thursday: 12:00-8:00 PM (Flexible)

Available for special events connected with Academic Program