

# Academic Support Coach

## Central MN Christian School

### JOB DESCRIPTION

The summary responsibilities of the position of the Academic Support Coach at CMCS are to assist the school in achieving its vision and mission through proactive and excellent service to students, families, faculty and staff, administrative leaders, and the community. The Academic Support Coach must be the embodiment of the school's values:

**Better Together, Building Trust, Being Transformed, and Bridging the Gap.**

### ESSENTIAL DUTIES

The Academic Support Coach will champion the learning of underperforming students who don't currently qualify for special education services in grades 9-12. Their core duties and responsibilities revolve around academically supporting students and teachers. Duties vary widely, not just from job to job, but from day to day. On any given day, they may perform a variety of tasks, such as:

- **Provide** intervention support for students struggling academically
- **Coordinate** support schedules and execute intervention plans
- **Analyze Data** to assess and create success plans
- **Monitor the Progress** of students and communicate with teachers and parents
- **Consult** with teachers regarding at-risk students
- **Act as Liaison** between District 815 and CMCS
- **Supervise** various study halls and help students with study skills and prioritization
- **Act as Librarian** in the High School Library

### SKILLS AND QUALIFICATIONS

In order to perform their various duties, the Academic Support Coach must exhibit many varied skills and qualifications. At the core, this position is an educational support position, meaning that student engagement, pedagogy, and communication are paramount. A few of the specific skills that the Academic Support Coach should possess include:

- **Identify** gaps in student learning by having a thorough knowledge of student development in relation to the curricular scope and sequence
- **Student Engagement** - must be proactive in building participatory relationships with students that move them toward academic enhancement and content mastery.
- **Communications and collaboration** - must communicate clearly and collaborate with students, teachers, parents, and support staff on a regular basis.
- **Organizational skills** - must know how to keep self and others organized and how to prioritize effectively. Establish and maintain timelines and schedules for a variety of students and teachers.
- **Writing** - Spelling, punctuation, sentence structure, and writing skills are essential

- **Teaching** skills, understanding best practices in reading and math in particular

## HOURS

Expected Hours:

- Up to eight hours per day; start and end times to be negotiated.
- Up to 40 hrs per week with the exception of holidays and school closures
- Yearly Based Contract

Reports to:

- Principal
- Members of the Student Success Team

Exempt/Non-Exempt:

- Non-exempt