

**Position:** Academic Coach

**Reports to:** Principal

**Category:** Non Bargaining Unit

**Salary Range:** \$27,968 (\$19 hourly rate)

### **Chaney High School**

#### **Academic Coaches – Job Description (Full-Time, 184 Days)**

##### **Responsibilities:**

- Assess barriers to the education of students and collaborate to resolve them
- Establish attainable educational goals in partnership with students
- Improve time management and organizational skills for students
- Develop customized study schedules and strategies for students
- Encourage students to become active learners and class participants
- Teach effective note-taking techniques during lectures and other learning sessions
- Guide students in developing strong study skills and academic habits
- Conduct weekly meetings with assigned students and maintain thorough case notes
- Meet quarterly with the administrative team to review student progress and address any ongoing issues
- Lead and facilitate small-group study sessions
- Perform additional duties as assigned by administration

##### **Requirements:**

- Flexibility in working with students across various academic needs
- Strong communication and organizational skills
- Experience working in the YCSD schools is a plus.

##### **Working Conditions:**

Work is performed in an office environment with minimal safety and health considerations

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