



**Youngstown City School District  
Job Description**

**Position:** Academic Coach

**Reports to:** Principal

**Category:** Non Bargaining Unit

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

**RECMS/YRECHS 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:**

- Minimum of an Associate's Degree in a relevant field or equivalent coursework
- Flexibility in working with students across various academic needs
- Strong communication and organizational skills

**Working Conditions:**

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

**This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps and skills required of the job.**

**The Youngstown City School District is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.**