United Way of Southeast Louisiana

JOB DESCRIPTION

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| Position Title: **Inspired Up – Academic Coach** | |
| Reports to: Program Manager – Education & Youth Initiatives | |
| Location: 8324 Morrison Road, New Orleans, LA | Division: Community Impact |
| Classification: Non-Exempt M-F 2:00pm – 6:00pm | Supervises: |
| General Functions**: Inspired Up** is dedicated to empowering teens to overcome challenges both in and out of school. Our program provides the skills, support, and encouragement necessary for youth to excel academically and in their personal lives. We focus on holistic development, including entrepreneurship and technology skills, to prepare our participants for a successful future.  **Part-time Academic Coach** shall be committed to supporting teens in their personal and educational growth, particularly those facing significant challenges. The Academic Coach will work closely with the interns to meet the students' learning needs and ensure that the interns have the understanding and skills to raise the students' academic achievement levels. | |

**CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:**

* **Mission Focused** – top priority is to create real social change that leads to better lives and healthier communities.
* **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
* **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
* **Results-Driven** – dedicated to shared and measurable goals for the common good, creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
* **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

**ESSENTIAL FUNCTIONS:**

The statements below reflect the items considered necessary to describe the essential functions of the job identified. They shall not be construed as a detailed description of all work requirements that may be inherent in the job.

1. Provide academic tutoring to individuals or small groups, including time management, goal setting, and learning strategies.
2. Identify learning needs, barriers, and weaknesses by analyzing student data and organizing and implementing problem-solving actions.
3. Actively fosters a collaborative environment, engaging in co-teaching, providing demonstrated lessons, and facilitating with interns.
4. Create a shared responsibility for student success and works to enhance intern skills and improve students' learning.
5. As the primary support for interns, the coach plays a crucial role in their professional development.
6. Provide in-class coaching and guidance, highlighting the value of their mentorship.
7. Organize and facilitate education enrichment sessions on core subjects.
8. Document and report student's attendance and progress.

**JOB QUALIFICATIONS:**

1. Bachelor’s degree in education, or a related field. Relevant work experience may be considered in lieu of a degree. Master’s degree in education or related field will also be considered.
2. Prior experience working with teens, particularly those facing challenges. Experience in teaching or a similar role is preferred.
3. Computer literate with proficiency in Microsoft Word, Excel, and Outlook
4. Strong communication, organizational, and interpersonal skills. Ability to engage and inspire youth. Knowledge of entrepreneurship and technology is a plus.
5. Empathetic, patient, and supportive. Ability to work independently and as part of a team. Passionate about youth development and empowerment.
6. Demonstrated capacity to establish and promote productive relationships with students, parents, interns, school administration and volunteers.
7. Must possess valid driver’s license and reliable transportation with insurance equal to or exceeding LA minimum.
8. Ability to work part-time hours, including some evenings and weekends, to meet the needs of the teens and their families. *(Position is part time with potential to be a full-time position after 6-8 months)*
9. Have no outside business interests that may conflict with the organization's goals and objectives and not explicitly approved by the President/CEO.

Signed {Academic Coach}: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed {Sr. VP Education}: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_