



**Community Education**

**CITY OF LAKES AMERICORPS**

## **POSITION DESCRIPTION**

### **Academic Coach (FT)**

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#### **POSITION SUMMARY**

Serve in the Minneapolis Public Schools (MPS) to support the academic English literacy development and social-emotional learning of Long-Term English Learners in grades 6-8. Under the supervision of a licensed teacher, coaches utilize research-based strategies to provide dedicated and rigorous English language instruction and support to increase student access to grade level content.

#### **SERVICE TERM**

August 13<sup>th</sup>, 2018– June 30<sup>th</sup>, 2019

#### **ESSENTIAL FUNCTIONS**

##### **Academic Tutoring**

- Serve during the school day at a MPS school to provide a caseload of 10 middle school Long-Term English Learners with intensive tutoring support focused on academic English Language Development.
- In collaboration with a cooperating teacher, coaches provide direct instruction using the *English 3D* curriculum within a focused English Language Development class.
- Provide daily in-class academic coaching to increase caseload students' ability to access grade-level content (science, social studies, English language arts and math).
- Build positive relationships with students through intentional interactions and youth development best practices.
- Collaborate with ESL and content teachers to identify individual student's learning needs and provide appropriate academic interventions.
- Attend regular ESL and grade-specific team meetings and school staff meetings to stay informed about interdisciplinary teaching opportunities/initiatives and upcoming school events.
- Maintain ongoing communication with cooperating teacher(s) to assess caseload students' academic progress.
- Schedule and attend monthly cluster meetings with site supervisors and the 3-5 fellow AmeriCorps members serving at a given school site to discuss upcoming school events and collaborate on shared tasks and service activities.

##### **Family Engagement**

- Communicate a minimum of two times per month with caseload students' families to inform them of their child's progress and reinforce the home-school connection.
- Plan and facilitate quarterly family events to provide families with resources to support their student's academic success and social-emotional development.

##### **National Service**

- Actively participate in City of Lakes AmeriCorps trainings, events, service projects and state-wide AmeriCorps service opportunities.
- Work collaboratively with fellow AmeriCorps members to reflect on and enrich one another's service experience.

## Communication

- Communicate and interact with students in an age and developmentally appropriate way.
- Ensure confidentiality of all student information and records.
- Professionally communicate with site supervisors, teachers, school administrators, and program staff.
- Act on constructive feedback from program staff, site supervisors, and school staff.
- Build professional relationships with fellow members, school staff, site supervisors, and program staff to maintain good communication and ensure program fidelity.
- Read and respond **daily** to email communications from program staff and school personnel.
- Maintain up-to-date service activity data and submit timecards and quarterly reports on time.

## Attendance

- Establish and maintain a regular schedule at the school site Monday – Friday, excluding every Wednesday afternoon reserved for Strategy Seminars(3:00-6:00) and one Friday per month reserved for Corps Day Reflection Sessions(9:30-4:00).
- Attend entire City of Lakes AmeriCorps program orientation (August 13<sup>th</sup> – 24<sup>th</sup>, 2018) and all mandatory professional development sessions and service projects
- Serve 40 hours per week in order to complete a minimum of 1700 hours within a 10-month period.

## **SECONDARY FUNCTIONS (Optional)**

- Assist with school events and MPS district volunteer opportunities.
- Serve on Minnesota's Inter Corps Council (ICC).
- Assist City of Lakes program staff in developing and implementing service projects, member professional development opportunities, and corps-wide social events.
- Seek independent service or professional development opportunities to augment and individualize the member service experience
- Optional opportunities to lead or co-lead 1-2 after school academic and/or enrichment classes per week based on student interest and site need. These classes are open to both caseload and non-caseload students.

## **QUALIFICATIONS**

Applicants must meet City of Lakes AmeriCorps program eligibility requirements. Somali, Spanish, Hmong, and other second language speakers are particularly desired.

- Must be a US citizen, US National, or Lawful Permanent Resident
- Must be 18 years of age or older
- Must have a high school diploma/GED **AND** related work/volunteer experience **OR** concurrently enrolled in a post-secondary education-related degree program (youth development, teacher preparation, school social work, etc...)
- Must pass a mandatory background check
- Ability to speak, read and write English fluently
- Interest in education, specifically helping adolescent English Learners develop language and literacy skills
- Ability to work with students in a variety of physical spaces (moving frequently within a classroom and around the school)
- Ability to supervise groups of up to 10 students independently
- Ability to build and nurture positive relationships with adolescents
- Excellent interpersonal and professional communication skills
- Ability to accept and incorporate constructive feedback from supervisors and program staff

- Excellent time management and decision-making skills
- Ability to work with diverse personalities
- General computer skills, including ability to navigate online systems and email
- Strong personal standards of excellence, ethics, and integrity
- Ability to adapt to a sometimes challenging, high-pressure environment
- Commitment to community service

## **SERVICE ENVIRONMENT**

Daily work involves collaboration with a variety of people including fellow AmeriCorps members, students, teachers, and other school staff. Minneapolis Public Schools environments in which members serve are diverse, fast paced and demanding. Each of our sites have their own unique culture, but all value dedicated, reliable, flexible and energetic people who can think creatively, problem-solve, seek help when needed, and take initiative.

## **BENEFITS**

- Annual Living Allowance of approximately \$572.00 every 2 weeks(before taxes)
- Education Award of up to \$5,920.00 upon successfully completing 1700 hours of service
- Student Loan Forbearance or time counted towards Public Service Loan Forgiveness.
- Health Insurance
- Child Care Assistance
- Ongoing Professional Development

## **NON-DISCRIMINATION POLICY**

City of Lakes AmeriCorps and Minneapolis Public Schools are committed to the inclusion of all individual without regard to race, color, national origin, disability, sex, gender identity, sexual orientation, religion, age, political affiliation, marital or parental status, military service, or religious, community, social affiliates, or other non-merit factors.

## **PROGRAM CONTACT**

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To apply, visit <http://col.mpls.k12.mn.us/apply>

Reasonable accommodations available for interviews and service upon request. This document can be made available in alternative formats.