



Community Education

CITY OF LAKES AMERICORPS

POSITION DESCRIPTION

Academic Coach (FT)

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. Serve in the after school program leading classes that support SEL and youth development.

SERVICE TERM

August 19th, 2019– June 30th, 2020

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.

After School

- Lead or co-lead after school enrichment classes 2 days per week based on student interest and site needs. These activities can include, but are not limited to, athletics, service learning, arts, science, cooking, and leadership development.
- Establish class expectations and procedures that maintain Community Education standards and include student input.
- Build positive relationships with students through intentional interactions and youth development best practices.

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

- Attend entire City of Lakes AmeriCorps program orientation (August 19-23) and all mandatory professional development sessions and service projects
- Establish and maintain a regular schedule at the school site Monday – Friday with some Friday afternoons reserved for seminars (1:00-4:00pm) and monthly Corps Days (9:00-4:00pm)
- 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
- Serve in the City of Lakes Summer Camp "Summer of City of Lakes" 1-4 days a week: participating in planning and program development and leading classes from June 17-July 26

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, 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 \$608.35 every 2 weeks(before taxes)
- Education Award of up to \$6095.00 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.