

*Built to Last Collaborative*  
  
**Academic Coach Job Description**

**Position Description**

Under the supervision of the Built to Last Site Supervisor, a Built to Last Collaborative part-time Academic Coach will:

Be trained to work in direct service on a high school site, in order to provide academic coaching / tutoring for up to 10 high school students. In the first year of the program, the Academic Coach will be assigned to ninth grade students whose progress the BTLC Collaborative will track through high school completion.

Use tutoring strategies that will focus on Language Arts and Mathematics content areas that are needed to pass the California High School Exit Exam (CAHSEE) in order to graduate. The **Academic Coach** will utilize a California Content Standards-Based Curriculum, as well as the Study and Teacher Guides for Mathematics and English-Language Arts for the CAHSEE content areas. The EL students will progress from one level to the next on the CELDT English language development test. (Movement will be from beginners, early intermediate, intermediate, early advanced and advanced).

**Distinguishing Characteristics of an Applicant**

High School graduate from a high school within the Sequoia Union High School District are not mandatory, but are an asset.

Bilingual skills are not mandatory, but are an asset.

Dependable, professional work attitude;

Desire to work with and motivate educationally disadvantaged and low-income high school students;

Sensitivity to diverse ethnic and/or low socioeconomic groups;

Positive, can-do attitude and strong desire to act as a change agent.

**Duties and Responsibilities**

Motivate students to consider completing high school.

Assist in providing academic enrichment sessions, i.e. study skills workshops, computer skills workshops, etc.

Meet with their students at least three times per week, meeting with them one-on-one for at least one hour per week.

Work to implement an assessment of the academic process of their students three times per year. Participate, with the students, in the evaluation of that progress.

Provide academic support, via in-class and after-school tutorial sessions, in English, Math, and/or Science to students, focusing freshmen/class of 2011.

Maintain a regular schedule at the site. Keep updated, organized and accurate records of student contracts in accordance with the regulations of BTLC, including grades, and submit these records to the Site Supervisor on a timely basis.

Attend all scheduled training sessions, meetings and/or programs, particularly Friday in-service trainings sponsored by BTLC.

Attend mandatory Friday in-service workshops.

Meet with the Site Supervisor on a weekly basis (or as needed) to discuss, plan and report on activities and/or assigned projects.

Apply effective tutor strategies (presented at mandatory trainings).

Build partnerships with the assigned student's instructors and families, in order to provide a team effort in reaching academic goals and increase support for families and their involvement in the education of their children.

Participate in and complete training on the California Content Standards-Based Curriculum, as well as the Study Guides and Teacher Guides for Mathematics and English-Language Arts for the CAHSEE content areas.

Adhere to strict deadlines for submission of time sheets and reports.

Able to check email on a regular basis.

## **Qualifications**

Must be a minimum of 18 years of age.

Take and pass a proficiency/basic skills test for math and ELA.

Fingerprint background check.

Copy of clearance for TB test.

Bilingual skills are not mandatory, but are an asset.

Ability to provide tutoring at a high school site for up to 10 high school students, both one-on-one and small groups.

Ability to use tutoring strategies which focus on Language Arts and Mathematics content areas that students will need in order to pass the California High School Exit Exam (CAHSEE) and graduate from high school.

Ability to utilize the California Content Standards-Based Curriculum, as well as the Study and Teacher Guides for Mathematics and English-Language Arts for the CAHSEE content areas.

Ability to provide consistent academic student support, building on the students' strengths and supporting them in problem areas.

Ability to provide homework assistance and tutoring in content areas such as algebra, geometry, mathematical reasoning, reading comprehension, writing strategies and literary response.

Ability to write activity reports, work independently with minimum supervision and establish and maintain effective work relationships.

Basic knowledge and understanding of computer technology (Macintosh and/or Windows system).

Ability to work a flexible schedule, including occasional weekends.

Ability to travel to and from schools, homes and program office in Menlo Park, Atherton, and the city of East Palo Alto.

Possession of strong leadership, communication and interpersonal skills.

Documentation of completion of mathematics (course beyond Algebra or Geometry), English and/or Science (Biology, Chemistry or Physics).

Ability to communicate clearly, both orally and in writing.

Possession of valid California driver's license.

### **Skills Test Dates**

As part of the application process to be an Academic Coach for the BTLC, you are required to take a basic skills test which includes English, math, and ability to assist students. Must RSVP for a Skills Test date and time to Stacey at [staceyn@gmail.com](mailto:staceyn@gmail.com) or (650) 330-2259. When you RSVP, you will receive confirmation which includes details regarding location.

Wednesday, March 26 (10:30am-12pm)  
Monday, April 7 (3:45pm-5:15pm)  
Saturday, April 19 (9:30am-11am)  
Monday, April 28 (4pm-5:30pm)  
Thursday, May 8 (3:45pm-5:15pm)  
Wednesday, May 14 (10am-11:30am)  
Tuesday, June 17 (10am-11:30am)

## **Interviews**

Interviews will be scheduled for April 23 & 24, May 21 & 22, and June 11 & 12.

## **Start Date and Training**

If you are selected to be a BTLC Academic Coach, the first day of employment will be on Monday, August 11<sup>th</sup>. Training days are Monday, August 11 – Friday, August 15 and Monday August 18 – Wednesday, August 20. The first day of school for the 2008-2009 school year is Thursday, August 21, 2008.

Please return **completed application** and **personal statement** to:

Stacey Nitta

Recruitment Coordinator

Contact: Stacey: [staceyn@gmail.com](mailto:staceyn@gmail.com), (650) 330-2259

Mail Application:

Stacey Nitta

BTLC - Onetta Harris Community Center

100 Terminal Ave.

Menlo Park, CA 94025



**2008-2009 BUILT TO LAST COLLABORATIVE  
BTLC Academic Coach  
AMERICORPS PROGRAM APPLICATION**

**I. APPLICANT PROFILE**

Last Name:		First Name		Middle Name	
Current Address		City		State	Zip
Permanent Address		City		State	Zip
Phone:		Cell:	E-mail:		
Social Security Number					
Date of Birth					
Gender					
Citizenship Status: <input type="checkbox"/> US Citizen <input type="checkbox"/> Legal Permanent Resident					
Do you speak or have you studied any language other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Language:	Yrs. spoken/studied:	Can you: <i>Read</i> <input type="checkbox"/> <i>Write</i> <input type="checkbox"/> <i>Translate (to and from English).</i> <input type="checkbox"/>		Proficiency: <i>Good</i> <input type="checkbox"/> <i>Fair</i> <input type="checkbox"/> <i>Poor</i> <input type="checkbox"/>	
Language:	Yrs. spoken/studied	Can you: <i>Read</i> <input type="checkbox"/> <i>Write</i> <input type="checkbox"/> <i>Translate (to and from English).</i> <input type="checkbox"/>		Proficiency: <i>Good</i> <input type="checkbox"/> <i>Fair</i> <input type="checkbox"/> <i>Poor</i> <input type="checkbox"/>	

**II. EDUCATION**

	Institution Name	Course of Study	Diploma/Degree	Graduation/ Date
High School/ GED				
Undergraduate College				
Graduate College				
Trade School/ Other				
Most recent cumulative GPA at least 2.5? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>If attending college during Fall 2007 or Spring 2008, check class standing and complete information below</i>				
<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate				
Institution:		Department:		School: (e.g. school of business etc.)
Major or Graduate Program:			Anticipated Date of Graduation:	

**III. EMPLOYMENT**

Employer	Phone	Supervisor	Dates Employed (Mo./Yr. to Mo./Yr.)	Position or duties
			to	
			to	
			to	
			to	

**IV.**

Describe Academic Coach or Tutoring experiences:

List any AmeriCorps or national service programs in which you have been or are currently involved:

Program Name	Dates of Service <i>M/d/yy to m/d/yy</i>	Did you receive an Education Award?
	To	<input type="checkbox"/> Yes <input type="checkbox"/> No
	To	<input type="checkbox"/> Yes <input type="checkbox"/> No
	To	<input type="checkbox"/> Yes <input type="checkbox"/> No

**V.**

**Community Experience**  
Please list any community service you have performed - paid or volunteer. Include neighborhood, school, youth, religious, social, professional, and volunteer groups, community service projects, and other relevant activities. If connected to SERV or service-learning courses at Menlo College, please explain.

Name of Organization:	Dates of Involvement:	Hours per week:

Please describe your service activities and if any *at Menlo College*:

Supervisor:	Phone:	E-mail:
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**V. LEGAL**

A criminal conviction/adjudication may or may not disqualify you from consideration. However, intentional misrepresentation and omissions of such information will disqualify you. Exclude minor traffic violations. Background checks are required of all AmeriCorps members serving vulnerable populations (*i.e. children, elders etc.*).

Have you ever been convicted, or adjudicated as a juvenile offender, of any criminal offense by a civilian or military court? (Minor traffic violations do not qualify.)  Yes  No

Are you now under charges for any offenses or any civil suits or judgments pending against you?  Yes  No

#### VI. PERSONAL MOTIVATION STATEMENT

*Please attach your Personal Motivation Statement to your application.*

In 2006, only 27% of students from East Palo Alto/east Menlo Park succeeded in graduating from Sequoia Union High School District high schools. Educator and community stakeholders assembled as a team of change agents to analyze the gap and to implement solutions. They identified the need for trained people who can serve as **Academic Coach / Tutors** for high school students from these communities.

The Built to Last Collaborative part-time Academic Coach / Tutor will be trained to work in direct service on a high school site to provide academic coaching / tutoring to up to 10 high school students. In the first year of the program, the Academic Coach / Tutor will be assigned to ninth grade students who the BTL Collaborative will follow until high school completion.

With this in mind, please answer the following questions on a separate sheet of paper (suggested total length 1-2 pages typed).

1. What is attractive to you about working with high school students from communities with low high school graduation rates? Please include any personal experience you have working with diverse individuals and communities.
2. Why do you want to be a Built to Last AmeriCorps Member? What do you hope to gain from joining this program? What will you bring to the program? Please include prior experiences and personal qualities relating to your desired position.

#### VIII. REFERENCES

Please provide the names and contact information for three people who can speak to your accomplishments, reliability and leadership potential (e.g. professors, employers or former community service supervisors). Please ensure the contact information is accurate and ensure that each person knows that we may be contacting him/her).

<b>Name of reference:</b> Organization: Phone:	Relationship: (e.g. previous supervisor/ from Big Brothers)
<b>Name of reference:</b> Organization: Phone:	Email: Relationship: (e.g. previous supervisor//Big Brothers)
<b>Name of reference:</b> Organization: Phone:	Email: Relationship: (e.g. previous supervisor//Big Brothers)

#### IX. CERTIFICATION

*I certify that all of the statements made in this application are true, correct and complete, to the best of my knowledge, and are made in good faith. I understand the misinformation or omission of information could result in disqualification or termination from the program. (If you are submitting an online application type your name below and sign at the time of an interview.)*

Signature:

Date:

Please return **completed application** and **personal statement** to:

Stacey Nitta

Recruitment Coordinator

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