

Job Title: Lead Academic Coach

Hiring Unit: Educational Partnership Center

Service Center Contact: Summer Linden, 831-459-1870, slinden@ucsc.edu

Unit Staff Name: Robin Boardman, 408-531-6122, rboardma@ucsc.edu

Unit Supervisor: Sonia Ramos, 408-531-6124, sbramos@ucsc.edu

Recruitment Type: Workstudy

Job Classification: Assistant IV

Pay Rate: \$13.15/hr

Start Date: Mid-August 2008

End Date: June 30, 2009

Maximum hours per week: 19.75

Weekly Schedule: Variable

Hiring Specifications:

Number of Positions: 6

When to Post: Immediately

When to Auto Expire: October 31, 2008

Skills Knowledge and Abilities Required:

- Dependable and professional work attitude.
- Demonstrated ability in academic advising and/or tutorial experience working in an educational setting OR involvement with one of the following programs: AVID, Cal-SOAP, MESA, GEAR-UP, UPWARD BOUND, or EAOP.
- Demonstrated ability to work with and motivate educationally disadvantaged and low-income middle school and high school students to consider post-secondary educational opportunities.
- Documentation of exemplary completion of mathematics (course beyond Algebra II or Geometry), English and/or Science, (Biology, Chemistry or Physics) – within the last academic year (the candidate is exempt from this requirement if he/she has evidence of both successful and current tutoring experience in Algebra I or higher).
- Demonstrated ability to work with diverse racial, ethnic, and/or low socioeconomic groups.
- Ability to write activity reports, work independently with minimum supervision and establish and maintain effective work relationships.
- Demonstrated ability to conduct well-organized, outstanding public presentations.
- Demonstrated ability to work in a team environment.
- Demonstrated ability to support school-wide college preparatory activities.
- Ability to work a flexible schedule, including occasional weekends and ability to travel to and from schools, homes and program office in San Jose.
- Basic knowledge and understanding of computer technology (Macintosh and/or Windows system).
- Ability to lift 25-30 lbs with or without accommodations.
- Strong leadership, communication, and interpersonal skills.

Skills Knowledge and Abilities Preferred:

- Ability to communicate orally and in writing in Spanish and/or Vietnamese.
- Maintenance of a good academic standing.
- Possession of valid California driver's license.
- Strong computer skills: Microsoft Office 2000 or comparable computer applications.

Duties (100% of time)

- Act as a liaison between Academic Coordinator and target school site supervisors.
- Oversee student and Academic Coach performance at multiple middle school sites.
- Facilitate the gathering of Academic Coach time sheets at assigned high school and submit to Academic Coordinator on timely basis.
- Serve as primary contact and liaison between regular coaches, instructors, Academic Coordinator and Cal-SOAP.
- Exemplify the highest professional standard of Cal-SOAP at school sites and Cal-SOAP events.
- Motivate students to consider post-secondary educational opportunities.
- Assist in providing academic and career advisement to program participants including the completion of financial aid forms and college applications.
- Assist in providing academic enrichment sessions i.e. study skills workshops, computer skills workshops, writing workshops.
- Provide academic support via in-class and after-school tutorial sessions in English, Math, and/or Science to students primarily in grades 6-12.
- Discuss student progress and inform parents of educational opportunities when appropriate.
- Keep updated, organized and accurate records of student contracts in accordance with the regulations of Cal-SOAP, including grades, data entry, and the academic progress of student participants and submit these records to their Academic Coordinator on a timely basis. Cal-SOAP regulations will be further explained upon hire and training.
- Attend all schedule training sessions, meetings, and programs sponsored by Cal-SOAP.
- Required to attend mandatory in-service workshops, meet with Academic Coordinator/Senior Coach on weekly basis (or as needed) to discuss, plan, and report activities and/or assigned projects.
- Apply effective tutor strategies – presented at mandatory trainings.
- Maintain a regular schedule at the school as well as an accurate record of daily activities and progress.
- Perform other duties as assigned.

Special Conditions for employment:

- Selected candidate must demonstrate financial need (qualify for student loan, workstudy, etc.).
- Selected candidate will be required to fulfill fingerprinting process requirements in working school district (employer will provide).
- Selected candidate will be required to take TB test or provide current verification to supervisor and school district. Employer will provide test upon hire if necessary.
- Must have reliable transportation to and from school sites.
- Must have minimum overall GPA of 2.80 (College transcript required as proof).

- Must have at least 2 semesters of college experience (College transcript required as proof).

Summary Statement:

These positions are located in Santa Clara County. Further information regarding specific program sites will be discussed at interview.

Under the general supervision of the Academic Coordinator, the incumbent will assist individual and small groups of middle and high school students with general academic subjects (Math, English, Science) and conduct specialized workshops.

The University of California, Santa Cruz Educational Partnership Center (EPC) aims to increase the number of educationally disadvantaged and/or low-income students who become eligible for and are admitted to the University of California within the Central Coast Region. EPC provides academic enrichment services designed to assist students to strengthen their academic skills. The program also provides educational services, which inform and motivate middle/junior and high school students for a University career. EPC works with parents, schools, and community groups to make sure the students get the most of their current school experience and in the years to come.

Comments & Notes:

Program Descriptions: San Jose Cal-SOAP (SJCS) is designed to increase the accessibility of post-secondary educational opportunities for low-income and underrepresented elementary and secondary school students. SJCS operates through a consortium of educational institutions and community agencies, particularly with direct involvement of secondary school staff in the operations of the project.

To Apply:

UCSC students, please fill out and submit the **“UCSC Student Application”**.

Students attending colleges other than UCSC, please fill out and submit the **“Non-UCSC Student Application”**.