

## **Position: Success Coach**

The College Park Academy (CPA) Success Coach will be responsible for guiding two cohorts of students toward college preparation through successful completion of the blended learning middle school program. The Success Coach's work with students will be balanced between academic support (in conjunction with virtual and in-person teachers) and advisory activities.

### **Responsibilities:**

#### Academic Support

- Assist middle school students in their courses by providing on-site motivation and support;
- Work collaboratively with a team of teachers (both in-person and virtual) to ensure that all students in the cohort are on track and successfully progressing through the program;
- Assist students with daily assignments and projects to increase understanding;
- Clarify directions, rubrics and portfolio requirements;
- Assist Virtual Teachers with keeping student records and data up-to-date, including cumulative files, online student and family information, attendance accounting, and logging all student and parent contacts;
- Participate in the organization and administration of State Testing, as directed;
- Help carry out educational programs developed through the Individualized Education Plan (IEP) process for special education students;
- Maintain a positive, supportive, and engaging learning environment at all times;
- Develop and implement strategies that encourage student collaboration and teamwork;

#### Advisory

- Supervise two advisory cohorts of students, ensuring that all students are successfully progressing through the program and that parents have a central point of contact for discussions on their student;
- Monitor students' attendance, participation, and academic performance;

- Oversee the student escalation process to communicate with School Principal and On-site and Virtual Teachers if student is “approaching alarm” or “in alarm” status, based on escalation metrics;
- Develop and monitor individualized Action Plans for each student in escalation; including working with students to set goals for getting back on track and communicating with parents/caretakers and school staff;
- Act as main point of contact for parents, teachers and other staff members regarding students in escalation; plan and deliver workshops related to general work/study habits, working effectively in teams, test-taking strategies and 21st century learning skills;
- Help each student identify and focus on his or her potential and aspirations;
- Support college counseling activities under direction of the Principal;
- Help students to research and understand their post-secondary educational options;
- Work with a team to coordinate and implement social activities and relevant field trips for students; and
- Other duties as assigned.

### Requirements

- High School Diploma
- Ability to motivate and assist students with middle school coursework
- Experience and demonstrated interest in working with youth (both strivers and strugglers)
- Experience working in a school or other educational environment
- High degree of flexibility
- Team player track record
- Strong multi-cultural skills
- Strong technology skills (especially with internet, Microsoft OS and MS Office programs)
- Excellent communication skills, both oral and written
- Customer focused approach
- Demonstrated ability to work well in an innovative, fast paced environment
- Ability to work evening hours occasionally to support students and families

To learn more about this position, please visit <http://collegeparkacademy.com/employment/>