



POSITION DESCRIPTION

Position Title: Classroom Coach (AmeriCorps*Texas Member)
Department: College Forward
Report to: High School Program Manager
FLSA Status: Non-Exempt

SUMMARY:

College Forward seeks Classroom Coaches who can demonstrate compassionate leadership and strong organizational and interpersonal skills. Applicants should possess the ability to carefully and strategically plan individual work goals in order to meet organizational objectives in a timely manner; and the ability to closely monitor progress towards these goals and take appropriate remedial action when necessary. Successful applicants will demonstrate success as a mentor, possess a sincere interest in empowering youth to pursue higher education, and provide evidence of high standards of excellence and personal accountability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coach and mentor approximately 30 high school juniors or seniors at Central Texas high schools. Maintain excellent working relationships with students and families, supervisors, fellow coaches, school district and college personnel, and community members.

- Team-teach after school, college preparatory classes, at school sites
- Mentor approximately 30 students to foster student success
- Maintain familiarity with student needs and backgrounds
- Conduct research as necessary pertaining to students' college, financial aid, and career needs and interests
- Perform follow-up student/parent phone calls and/or home visits
- Prepare reports as required, including twice-yearly individual student progress reports
- Maintain up-to-date database, spreadsheet files, and other records pertaining to student progress, statistics, and evaluation
- Grade classroom assignments, including diagnostic tests
- Adhere to organizational goals, deadlines, and calendars for on-time task completion
- Attend frequent and varied College Forward special events
- Work afternoons, evenings and frequent weekends
- Participate in occasional Saturday field trips and in one week-long bus trip
- Represent the organization to school personnel and the public
- Assist with frequent special projects, as assigned

- Perform other duties as directed
- Wear College Forward apparel at all times when representing College Forward
- Maintain weekly timesheets

QUALIFICATIONS:

Applicants must be comfortable working with individuals from a variety of different backgrounds and cultures, possess an ability to work well independently and with others. Successful applicants will demonstrate energy and creativity in working with young people, and an ability to motivate others. At a minimum, applicants should be prepared to evidence excellent leadership, time-management, and communication skills, including public speaking. Applicants must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Classroom Coaches must also pass a comprehensive criminal background check.

EDUCATION and/or EXPERIENCE:

Applicants should have earned at least a bachelor's degree from an accredited, not-for-profit college or university. Applicants must demonstrate a commitment to public service and social justice, and evidence a strong interest in education, youth, social services, or related fields.

LANGUAGE SKILLS:

Excellent verbal and written communication skills; English/Spanish bilingual preferred. Ability to read, analyze, and interpret general educational periodicals. Ability to write coherent, grammatically-correct reports. Ability to effectively present information and respond to questions from the general public, clients, students, and managers.

MATHEMATICAL SKILLS:

Ability to work with standard, high school-level mathematical concepts such as probability, algebra, arithmetic, geometry, statistics and trigonometry for purposes of monitoring program's college test-preparation component. Ability to apply such concepts as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Applicants must be able to multi-task, and to respond to stressful situations with responsibility and maturity.

PHYSICAL DEMANDS:

Essential Functions: While performing the duties of this position, the employee is regularly required to talk or hear, and to occasionally drive or ride distances of up to 60 miles. The employee frequently is required to walk, sit for extended periods, and use hands to type and handle. The employee is frequently required to stand, reach with the hands and arms, and write on blackboards or overhead projectors. Specific visual abilities required by the position include close vision, distance vision, color vision, night vision, and the ability to adjust focus.

Marginal Functions: Occasional air travel may be necessary. The employee must occasionally lift and/or move up to 50 pounds, stoop, kneel, crouch or crawl, or climb onto school buses.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The noise level in the work environment is moderate to loud. Applicants must demonstrate an ability to work productively while listening to rock music.

COMPENSATION:

Full-time AmeriCorps members will complete 40-50 hours of service per week, for a minimum of 1750 hours between August 2008 and June 2009; they will receive a modest bi-weekly living allowance, health Insurance, a \$4,725 Education award upon successful completion of service, loan forbearance, training, and childcare allowance if eligible.

HOW TO APPLY FOR THIS POSITION:

To apply online, visit <https://my.americorps.gov/>, select "Register to create a new Member account", complete all sections of the application, and select College Forward's Program Listing ID (5166) before submitting your application.

Please email, mail, or fax your cover letter, resume, and college transcript to:

**College Forward
ATTN: Melody Kanney
6448 Highway 290 East
Suite E-108
Austin, TX 78723
(512) 452-4800 ph
(512) 452-4848 f**

For more information, please contact Melody Kanney at (512) 452-4800 or email americorps@collegeforward.org.