



## **Academic Coordinator**

The Academic Coordinator will work in partnership with the Elementary Coordinator, Middle/High School Coordinator and local schools to provide intensive and collaborative academic programming to all center participants. This is an ideal position for a candidate with a strong background in literacy and teaching methods, and a desire to think innovatively in how to best serve our children's academic needs.

### **Academic Support**

- Conduct formal and informal literacy assessments for all program participants to gauge where youth fall in the areas of phonemic awareness, phonics, vocabulary, fluency, comprehension and writing.
- Coordinate and implement reading groups and reading strategies based on assessment results.
- Lead nontraditional, engaging and creative learning activities related to reading, writing and mathematics for 1<sup>st</sup>-8<sup>th</sup> grader participants.
- Recruit and train volunteers to tutor program participants
- Evaluate students' progress toward increasing their reading and math levels
- Provide individual or small group support to youth in the elementary, middle and high school programs.
- Work in partnership with local elementary and middle schools to gather academic information on all program participants.

### **Family Academic Support Teams**

- Facilitate/Coordinate once-a-month family engagement nights with a focus on literacy, math or additional academic areas.
- Identify community partners and resources to meet needs identified by families.
- Maintain partnerships with teachers to identify how Vera Court and families can support students out of the classroom.
- Conduct monthly check ins with participant's families to discuss student progress.

### **Other Duties**

- Supervise all program tutors including paid and volunteer tutors.
- Perform as a team with the Program Director, Elementary Manager, Middle/High School Manager, Youth Workers, AmeriCorps members, tutors and volunteers to coordinate literacy and math programming.
- Organize ongoing professional development related to literacy and math support for staff.
- Conduct general administrative duties including grant reporting, program data, assessments, grade reports and other data needed to meet program objectives.

### **Qualifications**

- Bachelor's degree in related field *or* equivalent in education and related experience
- Demonstrated knowledge of quality academic teaching methods that are culturally competent
- Experience working in nonprofits and with youth and/or families is a plus
- Bilingual competency is a plus
- Candidate must be at least 21 years of age with a valid driver's license and a clean driving record.
- Willingness to work a flexible schedule which may include weekends and evenings

This is a full-time position with competitive benefits. Salary will be in the range of \$42,000-\$44,000. More information regarding Vera Court Neighborhood Center can be found at [www.veracourt.org](http://www.veracourt.org). To apply, email resume and cover letter to [hopej@veracourt.org](mailto:hopej@veracourt.org) with the subject line: Academic Coordinator Position. Qualified applicants will be interviewed on a rolling basis with an application closing date of March 20, 2020.