



Job Title: Academic Coordinator

Job Description: 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 literary and teaching methods, and a desire to think innovatively in how to best serve our children's academic needs.

Responsibilities:

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 1st-8th grade participants.
- Recruit and train volunteers to tutor program participants
- Evaluate students' progress toward increasing their reading and math levels
- Work in partnership with local elementary and middle schools to gather academic information on all program participants.

Family Academic Support Teams

- Establish Academic Support Teams to incorporate learning in the household
- Recruit ten Vera Court families a year
- 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

Other Duties

- Supervise all program tutors including paid and volunteer tutors.
- Perform as a team with the Elementary Coordinator, Middle/High School Coordinator, 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

Hours: This is a full-time position with benefits

Compensation: Salary will be in the range of \$38,000-\$40,000

Application Deadline: August 10th, 2018. To apply, please email resume and cover letter to hopej@veracourt.org with the subject line: Application for Academic Coordinator Position. Qualified applicants will be interviewed on a rolling basis. More information regarding Vera Court Neighborhood Center can be found at www.veracourt.org.