



Academic Coordinator

Organization Overview: Vera Court Neighborhood Center (VCNC) is a nonprofit located on the northside of Madison that provides healthy meals, academic support, and after school programming. Since 1994, VCNC has supported our northside Madison community by addressing the needs identified by residents.

Salary & Benefits: This is a full time position with benefits with a starting salary in the range of \$46,000 - \$49,000/year and a generous benefits package including: paid holidays, paid vacation (2 weeks in first year of employment, increases with longevity), sick leave, health insurance (85% employer paid), 403(b) retirement plan with up to 5% employer match, professional development stipend and more.

Job Description: The Academic Coordinator will work in partnership with the Elementary Program Manager, Middle/High Programs Manager 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.

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 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
- Candidates 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

Job Type: Full-time

Posting is open until filled with rolling interviews.

General schedule:

Monday-Friday: 10:00am-6:00pm

Occasional evening and weekend hours for community events.

More information regarding Vera Court Neighborhood Center can be found at www.veracourt.org

To apply, email resume and cover letter to tomq@veracourt.org with the subject line: Application for Academic Coordinator.