



Academic Support Worker Job Description

Agency Overview

The mission of Young Community Developers (YCD) is to empower and inspire Southeast Sector Residents to engage in employment and educational opportunities. Through comprehensive preparation and training techniques targeted towards enhancing workforce readiness coupled with an inclusive set of additional services, YCD seeks to assist in the removal of employment and education barriers for our disenfranchised residents. YCD is passionately committed to the preparation, placement, and preservation of our Southeast Sector residents, resulting in each responsibly contributing to their personal and professional development, the development of their families, and to the economic development of their neighborhoods.

Job Description:

Under the direct supervision of the Black to The Future (BTTF) Family Support Coordinator, the Academic Support Worker will assist, support, and work closely with teachers, administrators, and BTTF team members in providing educational benefit for students.

Main Duties and Responsibilities:

1. To work with students on a one-on-one basis as required
 - Inside classroom during daily class hours, e.g. 8:30 A.M. to 3:00 P.M.
 - After school support, either at school location or another approved location.
2. To liaise closely with the classroom teacher to identify appropriate requirements/needs to better support students.
3. Undertake administrative duties as required
 - Including but not limited to renew and check in on goals
 - Notes and reports on classroom environment, student behavior and/or teacher and student interactions
4. Complete and submit compulsory documentation in a timely manner.
5. Attend team meetings.
6. To be a positive role model for all students.
7. Advocacy on behalf of parent.
8. Any other duties as assigned by supervisor and/or Family Support Coordinator.



QUALIFICATIONS:

1. B.A./B.S. degree in a related field and at least two years of relevant experience preferred. Associates degree and four years of related experience will be considered in lieu of B.A./B.S. degree requirement.
2. Must be flexible and able to work a flexible schedule including some evenings and or some weekends.
3. Excellent cross-cultural communication skills and the ability and willingness to work with economically and culturally diverse clientele from various professional and ethnic backgrounds.
4. Interest in children and education
5. Desire to assist students in a learning environment
6. Emotional maturity and stability necessary for the specialized work involved
7. Must have proven ability to work both independently and as part of a team

Compensation / Benefits:

1. DOE
2. Paid vacation.
3. Sick leave.
4. Health benefits to include medical, dental, and vision.