



**Position:** Academic Coach

**Program:** School Year Academic and Employment Program

**Location:** SFUSD High School

**Compensation:** \$20.00, up to 40 hours a week

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**Program Description**

The School Year Academic and Employment Program (SYAEP) is a school-year extension of YCD's middle to high school transition program, Summer Bridge. SYAEP is designed to support ninth grade students successfully complete high school coursework with a grade C or higher. Under the Policy Direction of the Board of Directors and the supervision of the Program Coordinator, the program staff will be instrumental in assisting 10 - 15 youth ninth grade students with improving academics --through embedded classroom support and after -school tutorial.

**Responsibilities Include:**

- Assist Site Lead with recruiting and managing 10 -15 ninth grade students
- Meet with students individually and as a group during or after school hours
- Co-facilitate/ lead after school workshops
- Demonstrate a sincere interest in doing "whatever is necessary" to ensure the student is progressing;
- Provide individual and small group tutoring to students.
- Assist students in improving academic achievement by meeting with them on a regular basis to clarify learning problems and work on study skills.
- Provide in class academic support.
- Monitor student needs regarding attendance, behavior, academics, extracurricular activities, etc.
- Contact assigned students within two days of receiving the assignment.
- Data entry and recordkeeping.
- All other duties as assigned.

**Qualifications:**

- Flexible schedule and willing to coordinate tutoring sessions around student schedule
- Experience working with youth and/or strong understanding of youth development
- A current college student or college graduate.
- Responsible, dependable, honest, and mature.
- Friendly, patient, and sensitive to a diversity of students.
- Strong understanding of high school math, English and social sciences
- Demonstrates professional, reliable, and compassionate work skills

**Hours of Operation:**

This is a full-time time position starting ASAP until June 2 2020 with a possible extension. Work up to 40 hours a week within the program hours of 8am-5pm. Applicant must be able to work during school day and after school hours. Please send your resume and a brief cover letter explaining your tutoring and/or experience working with youth to [syaepjobs@gmail.com](mailto:syaepjobs@gmail.com).

**Equal Opportunity Employment:** The Young Community Developers, Inc. is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. The Young Community Developers, Inc. does not discriminate on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age, or disability.