



100% College Prep Institute

A program of Young Community Developers, Inc.

Job Title: Student Success Coach

Salary: \$20.00 to \$24.00 per hour (salary based on experience and/or subject)

Hours: Must be available Monday-Friday, school day hours; occasional weekends and evenings

Agency/Company: 100% College Prep/ Young Community Development Inc.

Location (s): San Francisco: Balboa High School

Start date: IMMEDIATELY

Program Description:

100% College Prep Institute (100%) is a college preparatory organization for middle school, high school, and college youth. **100%** seeks to provide low-income students of color who do not see college as an option with academic and leadership skills and support that prepares them to enter and complete post-secondary educational opportunities. We employ a holistic approach that teams our staff with students, teachers, counselors, and parents in order to set and achieve academic goals, and a plan for college.

Program Description Summary:

The Student Success Coach (SSC) develops and maintains a positive and mutually respectful relationship with students. As the main point of contact for an assigned group of students, the SSC will focus on guiding each individual student toward achieving academic success.

The Student Success Coach may facilitate weekly sessions (Brothers Making Change, Sisters Making Change, Black Student Union Clubs) that focus on character building, culture/history, and Man/womanhood. This position also provides academic coaching to Students, one on one, in small groups, or in classrooms.

The SSC will motivate, advise, tutor, and provide caring mentorship in order to help all students meet their educational and life goals. Students will participate in monthly (or as needed) BREAKTHROUGH sessions that will help them foster involvement in their own educational success. Through this learning and growing process, the SSC will help students create their own Individual Student Success Plans that will focus on the following through goal setting and monitoring their progress.

Characteristics:

- Develops a personal, collaborative relationship with Students.
- Encourages the Student to achieve self-awareness, such as identifying strengths, values, interests, purpose, and passions.
- Assists the Student in becoming more responsible and developing decision-making skills.
- Identifies resources to enhance both academic success and personal development.

- Assists in developing plans of action – and holds them accountable – to achieve substantial results.
- Highly organized and the ability to prioritize workload.
- Flexible and able to work independently and as a team member.

Duties and Responsibilities

Social/Emotional

- Develop healthy, mentoring relationships with student.
- Participate in regular group and individual mentoring activities.

Academic/College Advising/School Relations

- Work with student to develop an Individual Student Success Plan (ISSP) and uses this plan as a guide to gauge student progress.
- Reviews student's academic progress weekly; students who have GPA's below 2.0 (C) and/or a 69% (D) or lower in a core subject will be connected with tutorial services.
- Regular review of each student's progress toward meeting goals outlined in the ISSP.
- Develop relationships with families of students and maintain regular dialogue with family members about students' needs, progress in the program, and challenges.
- Facilitate or assist with facilitation of weekly group activities (such as Brothers/Sisters Making Change, Black Student Union Club) that focuses on self-esteem, character building, violence prevention and anger management.
- Advise students about college entrance exams and test preparation resources (ACT/SAT).
- Identifies, encourages and assists students with information regarding educational options beyond high school, including post-secondary choices, career options, college admissions and financial aid.
- Attends school faculty meetings, school open house, support and recruit families for college information and financial aid nights, and other offsite and community meetings.
- Attend meetings with program and school site staff weekly.
- Communicate with teachers, and/or counselors weekly.

Administration/Data Collection

- Maintain notes and submit reports that capture all work done on activities with student(s).
- Collect and record required data for each student e.g., academic, program and school attendance, behavior.
- Attend all mandated trainings related to professional development
- Present information in a way that a student can understand, and will help them develop confidence in themselves and a positive attitude toward school.
- Support program coordinator in maintaining accurate documentation in the Student Academic File (SAF), such as completed program applications and intake forms, report cards, CST scores, transcripts, SAT/ACT results, awards, and commendations.
- Other duties as assigned.

Qualifications

- Ability to work with youth who perform at different levels in either a classroom or after-school program setting.
- Minimum of two years of college, 4-year college degree preferred.
- Strong ability to demonstrate 3 teaching modalities: visual, auditory, and tactical
 - Visual: Presenting information in a visual way such as graph, table, video, etc.

- Auditory: Educating by explaining and discussions.
- Tactile: Teaching by having the student use their hands, i.e. constructing a model or having them work out a problem or it's concepts on the board.
- Strong written and verbal communication skills.
- Skills in database management.
- Experience working with diverse populations.

How to Apply:

Interested applicants MUST submit the following to be considered:

- 1.) Cover letter detailing interest;
- 2.) Resume of qualifications & experience.

Submission via e-mail is highly encouraged to: Diane Gray, Director – 100CPI,
1201 Mendell Street, San Francisco, CA 94124.

Email: diane@100collegeprep.org

Website: www.100collegeprep.org