



Job title	Academic Specialist
Reports to	<i>Cohort leader</i>
Status	<i>Full-time, Exempt; Non-Exempt</i>

Who we are:

Through an individualized, holistic, and multi-year commitment, College Bound empowers students from disadvantaged backgrounds to complete higher education and enter successful careers. We have grown from an inaugural class of 36 students to over 450 (plus alumni). We believe that one college degree can end the cycle of poverty in a family. We believe in the power of people; in creating relationships defined by deep trust and enduring power. Our culture is one of high expectations and high support with an unwavering focus on degree completion. www.collegeboundstl.org.

Summary of Position:

College Bound's Academic Specialist is responsible for maintaining and improving the academic performance and college readiness of our served students, utilizing a positive and uplifting approach. A significant portion of their role will be assessing student needs and implementing creative approaches to ensure all students are academically prepared for the rigors of college. Content will be delivered in one on one, small group settings, and class settings. The ideal candidate is comfortable assessing needs holistically and developing comprehensive strategies, believes that innovative teaching methods can unlock potential in all students, and understands the relational and cultural aspects of delivering effective services to a diverse student population.

Primary Responsibilities:

Academic Interventions

- ▶ Manage a caseload of students, meeting with each 1-4 times monthly depending on student need
- ▶ Assess student's academic readiness for college
- ▶ Assess whether student's approach and mindset towards learning aligns with college success
- ▶ Produce reports on student performance and provide prompt, individualized feedback to students and their guardians
- ▶ Collaborate with coaches and grade level managers to identify students in need of targeted academic interventions including, but not limited to, tutoring, study skills, and learning strategies
- ▶ Identify, refer, and connect students and families to appropriate community resources
- ▶ Develop relationships with community agencies to foster an effective coordination of services for students
- ▶ Serve as the liaison between families and schools to ensure student needs are met
- ▶ Meet with students regularly to monitor progress in academic and program related goals
- ▶ Work one on one with a caseload of students, providing coaching sessions that support

- ▶ student growth, academic development, and goal achievement
- ▶ Facilitate conversations with students and families around college navigation, career paths, and personal wellness.
- ▶ Deliver innovative and differentiated academic interventions to students to address content gaps and develop skills needed for college success
- ▶ Support College Bound summer programming focused on academic enrichment, youth development, and community building
- ▶ Complete assigned documentation in an accurate and timely manner and in compliance with established organizational protocol and productivity standards

Class Facilitation

- ▶ Facilitate weekly academic classes
- ▶ With support of supervisor, continuously academic curriculum to better meet the needs of students
- ▶ Develop supplemental learning materials for program participants
- ▶ Serve as a content specialist to assist in the development and implementation of program curriculum that aligns to organizational goals
- ▶ Understand and demonstrate evidence based instructional practices that result in increased academic performance and competency
- ▶ Provide direction to fellow staff members on curriculum implementation based on best instructional practices

Staff Support

- ▶ Serve as a specialist to organization staff, providing information on academic topics and community resources
- ▶ Support the training of organization staff in the area of academic intervention
- ▶ Support staff in identifying at-risk students in need of academic interventions

Other Responsibilities

- ▶ Collaborate with management team and other departments on longitudinal planning and alignment of student support services
- ▶ Ensure fidelity to budget, including prompt and accurate financial tracking and reporting
- ▶ Help plan fun cohort events throughout the year to promote community engagement, cohort cohesion and student affinity with College Bound
- ▶ Assist with maintaining and updating cohort website and social media (The website is used to house cohort announcements, seminar material, and student work products)
- ▶ Additional duties and special projects as assigned

Skills and Experience:

- ▶ Bachelor's degree required
- ▶ Prior experience in an educational role required
- ▶ Experience working with youth ages 15-19
- ▶ Prefer a Math or Reading Specialist certification
- ▶ A record of successfully impacting achievement with high need students
- ▶ Ability to use data to monitor outcomes and identify challenges
- ▶ Effective communicator, able to use inclusive and empowering language to translate messages effectively for diverse audiences
- ▶ Ability to solve problems effectively through collaboration with colleagues and coaching
- ▶ Adaptable, possesses a high tolerance for ambiguity, and thrives in a fast-paced environment

- ▶ Computer proficient; experience using a database to manage student information a plus
- ▶ Familiarity with nonprofit work and college access preferred
- ▶ Possess a valid driver’s license and reliable transportation

Benefits, Compensation and Working Environment:

- ▶ Competitive benefits include a portion of paid employee health insurance, a health reimbursement account, dental, short-term disability, life insurance, 401K matching, paid parental leave for all and free vision insurance
- ▶ Play a vital role in an organization that is privileged to work with hundreds of intelligent and deserving young people every day
- ▶ Flexible working environment – Fridays are typically remote workdays
- ▶ Position requires regular travel, including evenings and weekends
- ▶ Mileage reimbursement for work-related travel and ability to modify schedule to accommodate activities conducted outside of business hours
- ▶ Salary range for the role is between \$47,000 - \$53,000, depending on skills and experience

How to apply:

Interested candidates may send a cover letter, resume, applicable certifications, three references to: Jobs@collegeboundstl.org with the subject Line: Academic Interventionist. Some candidates may be required to do a pre-screening assessment and will be alerted by the hiring manager if this is the case.

Applications will be accepted through **December, 2023**.

College Bound provides equal employment opportunities (EEO) to all applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Approved by:	
Date approved:	
Reviewed by:	