



Position Description

Position Title:	Academic Coordinator	Direct Reports:	None
Location:	Cook Library Center	Classification:	Part Time Non-Exempt
Reports To:	CLC Director	Approved Date:	8-26-19

Position Summary:

The Academic Coordinator is responsible for communicating with schools, school officials and teachers, to coordinate and assist with homework help for students. This person is also the primary tutor for higher level math and science. This position is responsible for ensuring and confirming the progress with students is communicated to the parents. The pay is \$15.00 per hour for 20 hours most weeks.

Organizational Mission & Values:

The mission of Grandville Avenue Arts & Humanities is to enrich the lives of neighborhood youth through diverse and engaging programs at the Cook Arts Center and the Cook Library Center. GAAH's core belief is that integrity is the foundation upon which all values are built. The organization's other core values are:

- Diversity: We are an inclusive community that celebrates and respects the many cultures of the neighborhood.
- Excellence: We are a community with high expectations for our students, teachers, staff, and volunteers.
- Celebration: We are a joyous community that has a passion for the arts.
- Learning: We are a community of learners, always seeking ways for individuals to grow, create, and express themselves.
- Accountability: We are a committed community that uses all resources wisely.
- Collaboration: We are builders of partnerships both within the neighborhood and in the broader community.
- Safe Haven: We are a community that provides a safe and welcome haven for all who come.

Essential Responsibilities:

1. Able to work afternoon and evening hours. There will be occasional weekend hours for special events. The hours will be: Mondays 1:00pm-7:30pm, Tuesday-Thursday 3:00pm-7:30pm and one Friday a month from 12:00pm-5:00pm.
2. Can communicate effectively with students and parents.
3. Manages the learning environment, assists students in resolving conflict.
4. Utilizes tools to effectively instruct students and parents to complete homework and provides additional materials to reinforce learning.
5. Help students complete homework in a variety of subjects including Spanish, higher level science and math. This may include Geometry, Algebra I and II, Physics, Chemistry.
6. Assist with collecting data on attendance, homework completion and notes on student academic and social emotional progress.
7. Guide and check in with anyone that assists students with homework to verify completion and correctness.
8. Works collaboratively with other GAAH staff to ensure Cook Library Center students and families have a safe space and a positive experience.
9. Identifies barriers in student understanding and assists to create strategies to work through them.
10. Assists with Cook Library Center program evaluation processes and improvement plans.

Non-Essential Responsibilities:

1. Assists with coordination of events; including event preparation, leading activities, assisting guests, and post-event clean up.
2. Other duties as assigned.

Supervision Received:

General Direction: Plans and arranges own work. Uses a wide range of procedures to accomplish assigned objectives.

Supervisory Responsibilities:

No supervision: No supervisory responsibilities.

Education & Experience:

1. High school diploma or GED equivalent.
2. One (1) to two (2) years of experience working with diverse cultures, backgrounds, and socio-economic statuses..
3. One (1) to two (2) years of experience working with students, children, and families.

Other Knowledge, Skills & Abilities:

1. Basic computer skills including Google Suite. Experience with Excel and/or Google Sheets preferred.
2. Ability to operate devices such as laptops, tablets, speakers, phones, and desktop computers.

3. Embraces people (particularly youth) of diverse cultures, backgrounds, socio-economic status, and learning styles to understand and address their unique needs.
4. Effective written, oral communication, and organizational skills.
5. Able to work independently and collaboratively as a team, with and without supervision.
6. Classroom management experience and ability to teach a variety of ages and skill levels and learning styles.
7. Ability to remain flexible and open to work through various circumstances as they arise.
8. Speak, read and write in English and Spanish or willingness to learn.
9. Ability to make decisions on a case-by-case basis drawing on emotional, behavioral, and procedural understanding of our student population.

Core Competencies:

1. Deductive Reasoning: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems along with the ability to deal with a variety of abstract and concrete variables.
2. Patience: Ability to display good-natured tolerance of delay or adversity, and not being hasty when acting under strain.
3. Self Motivated: Ability to reach a goal or perform a task with little supervision or direction.
4. Interpersonal: Ability to develop and maintain relationships with others and adapt to a situation appropriately.
5. Creativeness: Ability to think in ways that produce new or novel ideas and results.
6. Detail Oriented: Meticulous attention to all aspects of a situation or task and ensures accuracy in documentation and data.

Physical Requirements:

Average Daily Physical Requirements	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position			x	
Move about work area			x	
Use hands/fingers to handle or feel			x	
Reach with hands and arms			x	
Ascend/Descend (stairs/ladder/etc.)		x		
Bend, stoop, kneel, crouch, or crawl			x	
Communicate with various parties			x	

Detect flavors or smells	x			
Move containers up to 30 pounds		x		
Visual acuity			x	
Read and understand written word			x	
Drive/Travel		x		
Operate computer and general office machines			x	
Operate Machines:	x			
Other:				

Environmental Conditions:

Average Daily Environmental Conditions	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.			x	
Travel: Limited exposure to outside elements. May travel within the neighborhood to lead students to Cook Library Center.		x		
Other:				

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The organization reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the organization's at will employment status.

**Please send resume and cover letter
to
sgarza@gaah.org by September 30, 2019**