



Job Description - Position Profile

Position Title: BRIDGES Academic Coach

Reports To: BRIDGES Site Supervisor

Classification: Hourly

Position Summary:

Assists Program Manager and BRIDGES staff in the planning and provision of academic enrichment activities, monitors student progress, supervises computer lab, provides activities to promote lifelong learning, and other activities designed to prevent alcohol, tobacco, and other drug use in students enrolled in the Bridges programs.

Primary Responsibilities

- Assists in the collection of data on individual children.
- Assists in developing individual academic plans for each student.
- Responsible for provision of individual academic plans as recommended by the appropriate school and the BRIDGES Site Supervisor.
- Responsible for supervision of students during academic enrichment activities.
- Monitors student progress during BRIDGES program on a weekly basis.
- Reports student progress to BRIDGES Site Supervisor and other BRIDGES staff.
- Conducts assessments and evaluations as deemed necessary.
- Assists with planning and implementing enrichment activities designed to promote family involvement.
- Attends trainings and workshops provided through the BRIDGES program.

Knowledge, Skills and Abilities:

- In order to perform the job successfully the individual must have experience in education.
- Individual must be skilled in verbal and written communication skills.
- The individual should have knowledge of student achievement goals, educational curriculum, and assessment data.



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Qualifications:

- A minimum of a Bachelor of Science degree in education or related field is required.
- Experience in academic and educational services is a benefit.

Essential Functions/Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Reaching, bending, lifting, carrying, and must be able to lift minimum of 20- pounds to chin level without injury.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE are employees "at-will". I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date

Manager / Supervisor

Date