

**Job Title: Lead Academic Coach**

**Hiring Unit: San Jose Cal-SOAP, UCSC Educational Partnership Center**

**Unit Staff Name: Sierra Schneider-Williams, 408-531-6122, [sschnei1@ucsc.edu](mailto:sschnei1@ucsc.edu)**

**Unit Supervisor: Felicia Nance, 408-531-6121, [fnance@ucsc.edu](mailto:fnance@ucsc.edu)**

Recruitment Type: Non/ Work-study

Job Classification: Assistant IV

Pay Rate: \$13.15/hr

Start Date: August 14, 2011

End Date: June 30, 2012

Hours per Week: 19.75

Weekly Schedule: Variable

**Skills Knowledge and Abilities Required:**

- Dependable and professional work attitude.
- Possess academic advising and/or tutorial experience working in an educational setting OR involvement with one of the following programs: AVID, Cal-SOAP, MESA, GEAR-UP, UPWARD BOUND, or EAOP.
- Desire to work with and motivate educationally disadvantaged and low-income middle school and high school students to consider post-secondary educational opportunities.
- Documentation of exemplary completion of mathematics (course beyond Algebra II or Geometry), English and/or Science, (Biology, Chemistry or Physics) – within the last academic year (the candidate is exempt from this requirement if he/she has evidence of both successful and current tutoring experience in Algebra I or higher).
- Sensitivity to diverse racial, ethnic, and/or low socioeconomic groups.
- Ability to write activity reports, work independently with minimum supervision and establish and maintain effective work relationships.
- Ability to work a flexible schedule, including occasional weekends and ability to travel to and from schools, homes and program office in San Jose.
- Basic knowledge and understanding of computer technology (Macintosh and/or Windows system).
- Ability to lift 25-30 lbs with or without accommodations.

**Skills, Knowledge and Abilities Preferred:**

- Ability to communicate orally and in writing in Spanish and/or Vietnamese
- Strong leadership, communication, and interpersonal skills
- Ability to maintain good academic standing
- Possession of valid California driver's license
- Strong computer skills: Microsoft Office 2000 or comparable computer applications

**Duties (100% of time)**

- Motivate students to consider post-secondary educational opportunities
- Assist in providing academic and career advisement to program participants including the completion of financial aid forms and college applications
- Assist in providing academic enrichment sessions i.e. study skills workshops, computer skills workshops, writing workshops
- Provide academic support via in-class and after-school tutorial sessions in English, Math, and/or Science to students primarily in grades 6-12

- Discuss student progress and inform parents of educational opportunities
- Keep updated, organized and accurate records of student contracts in accordance with the regulations of Cal-SOAP, including grades, data entry, and the academic progress of student participants and submit these records to their Academic Coordinator on a timely basis. Cal-SOAP regulations will be further explained upon hire and training.
- Attend all schedule training sessions, meetings, and programs sponsored by Cal-SOAP.
- Required to attend mandatory in-service workshops, meet with Academic Coordinator/Senior Coach on weekly basis (or as needed) to discuss, plan, and report activities and/or assigned projects.
- Apply effective tutor strategies – presented at mandatory trainings.
- Maintain a regular schedule at the school as well as an accurate record of daily activities and progress.
- Perform other duties as assigned.

**Special Conditions for employment:**

- Selected candidate must be able to demonstrate financial need (qualify for student loans, workstudy, etc.).
- Selected candidate will be required to fulfill fingerprinting process requirements in working school district (employer will provide).
- Selected candidate will be required to take TB test or provide current verification to supervisor and school district. Employer will provide test upon hire if necessary.
- Must have reliable transportation to and from school sites.
- Must have minimum overall GPA of 2.80 (College transcript required to verify).
- Must have at least 2 semesters of college experience (transcript required to verify)

**Comments & Notes:**

**These positions are located in Santa Clara County.** Further information regarding specific program sites will be discussed at interview.

The Educational Partnership Center (EPC) of the University of California Santa Cruz aims to increase the number of educationally disadvantaged and/or low-income students who become eligible for and are admitted to the University of California within the Central Coast Region. For more information on EPC, please visit their website, at: <http://epc.ucsc.edu/>

The California Student Opportunity & Access Program (Cal-SOAP) is designed to increase the accessibility of post-secondary educational opportunities for low-income and underrepresented elementary and secondary school students. San Jose Cal-SOAP operates through a consortium of educational institutions and community agencies, particularly with direct involvement of secondary school staff in the operations of the project.

**To Apply:**

Please visit our website: <http://www.sanjosecalsoap.com/jobs.htm>

Non-UCSC students - please submit the **“Non-UCSC Student Application”**