

**Position Description**  
**Achievement Coach (Teacher licensure required)**

**Department:** Regional Center Operations

**Reports to:** Center Director

**Staff Positions Supervised:** None

**General Description:**

A part-time, paid position lasting for the duration of Higher Achievement's Baltimore Afterschool Academy from mid-September through early May. Achievement Coaches ensure safety and structure of daily program operations and support the academic progress of scholars at our one of our Achievement Centers through homework completion and skills building practice. Achievement Coaches also deliver lessons from Higher Achievement's curriculum in one of the following content areas: literature, math, or STEM. The Achievement Coach supports Higher Achievement's progressive, skills-based cultural and academic model. Achievement Coaches attend a multi-day orientation and training preceding Afterschool Academy's start. Periodic trainings and professional development opportunities throughout the Academy will be required as well. This position includes both direct involvement with scholars and administrative tasks and requires weekly staff meetings.

**Schedule:**

**Minimum** Hours per Week: 12

**Maximum** Hours per Week: 15

Scheduled between the hours of: **2:30 PM- 6:00 PM, Monday-Thursday**

*Start and end times vary somewhat by Center (for example, some Centers begin at 3:30 vs 2:30); please indicate availability on Cover Letter- see Application Questions below.*

**Areas of Accountability (Essential Functions):**

**Logistics:**

- Conduct and log daily attendance calls and weekly academic progress calls to families
- Ensure timely and effective transitions between academy activities
- Ensure shared classroom space is neat and orderly, respecting teachers' belongings
- Provide academically relevant Community Meeting Sheet content to Afterschool Academy Coordinator
- Manage Report Card data : Collection, Incentive Tracking
- Assist with Scholar Recruitment: Liaise with host school to gather list of potential student applicants
- Other duties as assigned to assist with daily programmatic operations

**Academic Progress:**

- Prepare and deliver high quality lessons using Higher Achievement's curriculum in the subject area of Literature, Math, or STEM
- Maintain an orderly Academic Progress Binder arranged by Scholar Last Name
- Ensure all necessary supplies/materials are prepared before scholars arrive
- Complete all daily tracking forms
- Manage Scholar Achievement Plan (SAP) process for scholars who are struggling academically



## HIGHER ACHIEVEMENT

*Closing the opportunity gap for middle school youth*

- Support High School Placement activities (Grades 7-8)
- Use Red Flag Tool and SAP to facilitate effective communication with Mentors re: Scholars' Academic Progress

The Union Mill, Suite 2600  
1500 Union Avenue  
Baltimore, MD 21211  
[www.higherachievement.org](http://www.higherachievement.org)  
Phone 410.752.7753  
Fax 410.752.7755

### Qualifications:

- Bachelor's Degree or equivalent
- Current Teacher Licensure
- Demonstrated effective teaching and classroom management skills
- Dynamic, flexible, culturally sensitive applicants with positive personalities
- At least one year's experience working with middle school aged students strongly preferred
- Strong organizational and time management skills
- Bilingual speakers, especially in Spanish, encouraged to apply

**Compensation:** Approximately \$25 per hour, commensurate with experience

**Last updated:** August 2014

**Primary Contact:** Lynda Aaron, [laaron@higherachievement.org](mailto:laaron@higherachievement.org)

### How to Apply:

Please visit [www.higherachievement.org](http://www.higherachievement.org) and click on "Join our Team" to apply.

Answer application questions (see below) in a cover letter and submit the letter along with your resume and a **copy of teacher licensure**. *If you do not include a copy of licensure, you will not be considered for this position.*

For more information about Higher Achievement, visit [www.higherachievement.org](http://www.higherachievement.org).

### Application Questions:

1. Why are you interested in working with middle school youth and, specifically, Higher Achievement? How will working with Higher Achievement further your professional/educational interests?
2. What professional/personal experience makes you a good candidate to work with Higher Achievement? Please emphasize, as applicable, your leadership abilities, organizational skills, and experience with youth, as well as your ability to work in a diverse environment.
3. Please indicate your Achievement Center (**work site**) preference\*:
  - **South Baltimore**, Dr. Carter G. Woodson, Elementary/Middle School  
2501 Seabury Rd., Baltimore
  - **East Baltimore**, City Springs Elementary/Middle School  
100 S. Caroline St., Baltimore
  - **No preference**

*\*Please note that we will make every effort to honor preferences, and we will offer alternatives based on candidate availability and program need.*
4. Please indicate your **availability**:
  - Daily Start Time:
  - Daily End Time:
  - Total Hours per week:
  - Earliest date you are available to begin work: