



## **ACADEMIC STUDENT COACH JOB DESCRIPTION**

### **ABOUT GLAD ACADEMICS:**

Glad Academics LLC is a minority-owned company based in California that aims to support student success in the Los Angeles area. We offer various services such as curriculum development, classes, training, and educator support to help bridge academic gaps and assist teachers, administrators, parents, and businesses in improving student outcomes. Our team is dedicated to collaborating with like-minded individuals and organizations to achieve our common goal of enhancing academic achievement for all students.

### **ROLE SUMMARY:**

Under the supervision of an administrator and general direction of a classroom teacher, academic student coaches assist the teacher in the education of students including virtual or in-person management of student behavior; recordkeeping; instructional assistance; classroom safety, security and organization.

### **ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Work with individual students or small groups to reinforce learning material or skills introduced by the teacher
- Guide independent, enrichment, and remedial work as assigned by the teacher
- Help student master instructional materials assigned
- Implement instructional activities that contribute to a climate where students are actively engaged in meaningful, authentic learning experiences
- Identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs
- Assist in assessing changing curricular needs and offer plans for improvement
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process
- Prepare, operate, and care for needed materials, equipment, and supplies in the classroom for instructional purposes
- Participate in appropriate staff development/meetings to ensure professional growth
- Assist with the supervision of students
- Treat all students with dignity and respect
- Perform other duties as assigned

### **ABILITY TO:**

- Communicate effectively with students, other staff, and their parents



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- Use appropriate English usage, punctuation, spelling and grammar
- Understand and carry out oral and written instructions
- Maintain the confidentiality of information related to individual pupils, parents and other employees
- Work effectively under the direction of others
- Work cooperatively with others
- Set a good example in terms of punctuality, attendance and work ethic
- Be proactive in matters relating to health and safety
- Have willingness to assume other responsibilities appropriate for the position
- Use a computer, and common classroom equipment
- Operate standard office equipment copier, fax machine, etc.

### **QUALIFICATIONS:**

- High school diploma or the equivalent
- Two years of college credit, or an associate's (or higher) degree, or progress toward degree preferred
- Combination of training and experience which demonstrates ability to perform the duties and responsibilities as described, including previous experience working with groups of children; experience working with children with disabilities highly desirable
- Knowledge of: K-12 levels of reading, writing, and math

### **COMPENSATION:**

- \$16-\$25 (Based on relevant prior work experience)