



## **Position Title**

11th/12th Grade Achievement Coach

## **Position Location**

San Diego

## **Position Overview**

Reality Changers' youth programs build first generation college students by offering tutoring and mentoring resources to support the college readiness, academic preparedness, and leadership development of 8-12th grade participants.

The Achievement Coach is responsible for holding all participating students to the program's high standards in an encouraging manner. The Achievement Coach role has a dual function-- supporting headquarter students meanwhile challenging them to strive to meet their highest potential. The program sees each student holistically - not only working to help a student meet their academic goals, but their personal goals as well. This Achievement Coach position will work primarily with 11 and 12th grade students and rotate among grade levels according to the needs of Reality Changers cohort model.

The Achievement Coach, leads both group and individual coaching for their student cohort in College Town. Coaches drive the academic and interpersonal skills development of their students using study room time, school visits, home visits, one-on-one mentoring, and community service. The Achievement Coach must be a relationship-oriented leader who is able to execute programs and services that support 11th-12th grade participants to achieve in the following key areas: 1) Academics; 2) College Knowledge; and 3) Leadership.

### **Goals/ KPIs / Measures of success**

- High engagement and 80% retention of students in programs and events, in accordance with team goals and metrics.
- Student improvement in academics, personal development, and performance on program and grade level benchmarks.
- Participate in cross-team collaboration to strengthen the alignment of 8-12th grade programs and curriculum and support the organization's outreach and development efforts.

Additionally, the Achievement Coach assists with the operations of Reality Changers' office headquarters, programs, and events. As the need arises, this person will work on additional College Town projects and organization-wide events.

The Achievement Coach will report to the College Town Program Manager.

## **Responsibilities**

Responsibilities include, but are not limited to:

1. Provide personal and academic support to students:
  - Provide continuous encouragement to students from low-income and underserved backgrounds, i.e. home visits, school visits, communication with teachers/counselors, regular student check-ins, etc.

- Track grades for all students in their grade level and pay special attention to students whose grades stand or fall below a 3.0 GPA.
- Identify the barriers, obstacles, or reasons for academic underachievement and based on these reasons, develop a personalized plan that will help lower-performing students perform at Reality Changers' academic expectations.
- Follow-up with students to evaluate the effectiveness of personal plans of action; conduct regular communications (phone, email, etc.) with students to inform them of upcoming events, opportunities, and/or students' performance/progress.
- Plan and execute student activities during school breaks and weekends in order to build strong relationships that inspire and encourage their participation in the College Town program.
- Develop expertise with a designated team of students to generate meaningful experiences to keep students on track to apply to college and to continually engage in programming.

2. Conduct outreach on program and school sites:

- Serve as a representative of Reality Changers by maintaining a positive and consistent presence on our middle and high school sites.
- Collaborate effectively with parents, guardians, teachers, school administrators, and other community resources to solve student challenges.
- Plan and execute recruitment presentations at school sites as well as support 8th-12th grade staff in recruitment.

3. Instruction and academic counseling for students in cohort:

- Lead the outreach, planning and execution of 11th grade Winward Academy ACT prep program.
- Lead cohort through the entire college application process by learning and enthusiastically delivering the curriculum.
- Deliver group presentations/lectures on college knowledge and college admissions, as well as provide individual college counseling to students.
- Work with students to develop competitive application essays that best reflect their stories, talents, and abilities.
- Work with the San Diego Community College School District to provide targeted support for two-year college bound students.
- Assist with researching colleges appropriate for each student and helping students to secure recommendations and transcripts.

4. Program operations and administration:

- Deliver team based curriculum to students and provide constructive feedback to the College Town team.
- Maintain excellent up-to-date student records and assist with ongoing student data collection.
- Take direction from the Associate Director of Programs and the College Town Program Manager for the completion of daily operational tasks which ensure program excellence.
- Participate in Reality Changers' special events, such as (but not limited to) summer leadership camp, College Fest, speech tournaments, and the end-of-school year scholarship celebrations.
- Perform other duties as needed.

**Education and Experience**

- Prior work with young adults is required.

- Bachelor's Degree from an accredited four-year college or university is preferred. Collegiate assessment will be considered (and expected to be exemplary) if work experience is limited.
- Exhibited commitment to diversity, equity and inclusion and experience in executing programs/initiatives aligned to DEI
- A valid driver's license or reliable transportation to and from Reality Changers' locations and related events is required.

### **Knowledge, Skills and Abilities**

- Strong written and verbal communication skills, organization skills, and computer skills.
- Ability to relate well and speak with many types of people, from students to parents of different backgrounds and cultures.
- Highly efficient when managing a high volume of diverse tasks and projects; a self-starter.
- Excellent time management skills and ability to adapt to different circumstances in order to still meet goals.
- Proficiency in a second language is a plus.

### **Additional expectations**

- Represent Reality Changers in a positive manner in all public and private settings.
- Provide positive encouragement to students in all public and private settings.
- Instill a sense of empowerment in the students to uphold Reality Changers' expectations of them (such as turning in homework).
- Exemplify a commitment to Reality Changers' mission and values.

### **Travel and Hours**

- Occasional travel in San Diego will be expected.
- Regular weekend and evening work will be expected.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Due to COVID-19, Reality Changers employees are currently operating in a hybrid model---working in-person from the office and remotely from home. Programming is in-person.

### **Physical Requirements**

This job requires the ability to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus. It requires moderate dexterity, application of basic skills (calculator, keyboard, hand-eye coordination, etc.) and the ability to bend or stand as necessary.

**Position range:** This position is full-time, non-exempt, with a range of \$20-\$22.50 per hour. Benefits for this position include a 403(b) plan, medical, dental and vision coverage, flexible spending accounts, life insurance, paid holidays and vacation.

## To Apply

To apply, please submit the following to [jobs@realitychangers.org](mailto:jobs@realitychangers.org) by April 11, 2022:

- A thoughtful cover letter outlining your interest in the position and how your qualifications align with the above requirements and Reality Changers' focus and mission
- Current resume

Interested candidates are encouraged to submit an application as early as possible as interviews will be scheduled on a rolling basis. Anticipated start date is in May 2022.

Applicants who identify as first generation college students/graduates are especially encouraged to apply.

Please note:

- No phone calls
- Relocation is not available
- All prospective staff will be fingerprinted and must pass a criminal background check

Reality Changers is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

For more information, please visit [www.realitychangers.org](http://www.realitychangers.org).