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POSITION TITLE: Academic Support Specialist

REPORTS TO: AmeriCorps Director and Site Supervisor

POSITION SUMMARY

The Academic Support Specialist is embedded into **a public elementary, middle school, high school, or youth serving organization** to provide students' with a positive view of school, academically or among peers, as a coach or mentor, in preparation for grade-advancement, college, and life. Specialists will be trained in mentoring strategies and collaborate with the site supervisor to enhance opportunities for academic and personal growth, increase school attendance and grades, decrease disciplinary incidents, and develop positive attitudes and behaviors to the 10 - 20 students served.

REQUIRED MINIMUM HOURS: 450 hours (quarter-time), approximately 11 hours per week

PROGRAM TIMELINE : 10 Months (Mid August through Mid June)

SITE LOCATION: Members will be placed in **one public elementary, middle school, high school, or youth serving organization** in the Springfield, or Holyoke area.

ESSENTIAL FUNCTIONS

Coaching and Mentoring (Behavioral Support and Assessment)

- Provide targeted social-emotional support to a minimum of 10-20 students per week in a one-on-one and/or small group setting using intentional interventions provided during member orientation.
- Provide mentoring, advisement, academic coaching, and outreach to students identified as at-risk based on poor attendance, course failure, disciplinary referrals, and behavioral/social-emotional issues under the direct supervision of a qualified school staff member.
- Assess student outcomes and progress using attendance records, grade reports, pre-tests results, and ongoing progress monitoring assessments.
- With direction from the site supervisor, identify students who qualify for targeted one-on-one and/or small group support through AmeriCorps services.
- Utilizing a "Check and Connect" training, apply interventions for identified students.
- Record student and program data completely and accurately in an online database on a weekly basis; maintain confidentiality of all student data.
- Facilitate a service project for/with students on caseload.

Communication

- Participate in on-site site supervisor meetings to review student progress, plan, problem-solve, and set goals; act on constructive feedback from site supervisor sessions.
- Build professional relationships and communicate regularly with site supervisors, classroom teachers, and AmeriCorps program staff regarding schedules, student progress, etc.
- Communicate and interact with students in an age and developmentally appropriate way.
- Demonstrate professional behavior at all times.

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Attendance

- Regular, timely attendance during agreed upon schedule with site supervisor; may include before/after school hours.
- Commitment to service for the full service term (mid August till mid June), serving the total commitment of 450 hours within the term or an average of 11 hours a week.
- Attend all required AmeriCorps sponsored training sessions, site supervisor sessions; travel as necessary.
- Meet with AmeriCorps team/program staff members on a monthly basis.

MARGINAL FUNCTIONS

- Complete specific internship requirements for students in Counseling, Social Work, or equivalent programs
- Provide opportunities for appropriate family involvement for students, including family meetings, etc.
- Support the site in its efforts to implement their School Turnaround plan, as assigned by site supervisor, site staff, and AmeriCorps staff, excluding activities that would displace a staff member or volunteer.
- Attend site-sponsored activities (e.g., family night) and participate in site-sponsored meetings or other activities.
- Attend additional service opportunities, as applicable, such as the Day of Caring and the Martin Luther King Jr. Day of Service.

MINIMUM QUALIFICATIONS

- Must be 18 years of age or older by your start date.
- Must have at least a high school diploma or recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident alien of the United States.
- Must pass mandatory pre-service criminal history / background check.
- Speak, read, and write English fluently.
- Basic computer skills, including the ability to navigate online systems and email.
- Strong capacity to be flexible and adaptable to varied circumstances.
- Ability to accept and incorporate constructive feedback from site supervisors, site staff, and program staff.

PREFERRED QUALIFICATIONS

- College degree or equivalent work experience.
- Strong planning and time-management skills.
- Experience serving K-12 youth.
- Demonstrated desire to serve the community.

BENEFITS*

Living Allowance

- AmeriCorps provides a modest living allowance each of the ten months of service (from September through June) to its members; approximately \$450/month for quarter-time members.

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Education Award

- Upon completion of service, members receive an Education Award that can be used for future college tuition or to pay back qualified student loans (\$1,956.35 for quarter-time members).

Additional Benefits

- Worker's Compensation and Loan Forbearance/Interest Accrual on Qualified Student Loans.

*All amounts are pre-tax.

Quarter-time members commit to completing 450 hours of service. These are not salaried positions and are considered service.

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Springfield College AmeriCorps is committed to providing equal educational opportunity and full participation in college programs and activities for persons with disabilities. Reasonable accommodation will be provided as needed for applications, interviews, and service. If you need accommodations for the application process, please email americorps@springfield.edu.

Visit www.springfield.edu/americorps for application instructions and additional benefit information.

Please apply early so we have a chance to interview you and process paperwork before training in late August. All applications will be reviewed on a rolling basis and will be considered until the corps is full.

Apply at https://springfieldcollege.co1.qualtrics.com/jfe/form/SV_eV90OhhuFgJjgnl
or use our QR code

