POSITION TITLE: Academic Support Specialist
REPORTS TO: AmeriCorps Director and Site Supervisor

POSITION SUMMARY
The Academic Support Specialist is embedded into a youth serving organization to cultivate students’ social-emotional skills in preparation for grade-advancement, college, and life. Specialists are 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.

REQUIRED MINIMUM HOURS: 450 hours (quarter-time)

ESSENTIAL FUNCTIONS
Please note that all essential functions are subject to needs in each respective school. Some schools may require more use of essential functions than others and are subject to the experience, skill level, and training of the member placed at the site.

Behavioral Support and Assessment
- Provide targeted social-emotional support to a minimum of 10-15 students per week in a one-on-one and/or small group setting using intentional interventions.
- 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.
- Identify students who qualify for targeted one-on-one and/or small group AmeriCorps services based on assessment data with direction from the site supervisor.
- Provide a “Check In, Check Out” procedure for students who are struggling and need.
- Record student and program data completely and accurately in an online database on a weekly/monthly basis; maintain confidentiality of all student data.
- Provide interventions based on individual student needs.

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.

Attendance
- Regular, timely attendance during after school hours as scheduled.
- Commitment to service for the full service term, serving the total commitment of 450 hours within the term.
• Attend all required AmeriCorps sponsored training sessions, site supervisor sessions; travel as necessary.
• Meet with AmeriCorps team/program staff members on a monthly basis.

SECONDARY FUNCTIONS
• Provide opportunities for appropriate family involvement for students, including family meetings, etc.
• Facilitate a service project for/with students on caseload.
• 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 service projects, 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.
• Must not have served 4 or more prior terms of service with AmeriCorps.
• Speak, read, and write English fluently.
• Dedication to community service.
• Basic computer skills, including the ability to navigate online systems and email.
• Energetic, results-oriented, student-focused style.
• Strong capacity to be flexible and adaptable to varied circumstances.
• Consistent follow-through.
• Ability to accept and incorporate constructive feedback from site supervisors, site staff, and program staff.
• Ability to work with diverse personalities.
• Ability to adapt to a sometimes challenging and high-pressure environment.
• Strong personal standards of excellence, ethics, and integrity.
• Preferred: College degree or equivalent work experience.
• Preferred: Strong planning and time-management skills.
• Preferred: Experience working with diverse populations.

*BENEFITS
Living Allowance
• AmeriCorps provides a modest living allowance each of the ten months of service (from September through June) to its members; approximately $325/month for quarter-time members.

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 ($1,523.75 for quarter-time members).
Additional Benefits

- Full-time members may be eligible to receive health insurance benefits and child care assistance.
- 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.

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.

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