



Founded in 1962, the vision of Scholarships, Inc. is to ensure that every student has access to the tools necessary to pursue higher education. Scholarships, Inc. is expanding its community offerings through a brand new, college readiness program that will help first generation, under-represented students to become college success and scholarship ready. It is our commitment to students and families that they secure the academic knowledge and skills necessary to prepare them for higher education and to instill in them the core character values.

For more information, please visit www.scholarshipsinc.org.

Position Description: *Lead Coach (Part Time Position)*

Position:

We are looking for a dynamic and engaging Lead Coach who has experience working with students. The Lead Coach will provide college readiness programming to motivated, first generation students. Reporting to the Program Director, the Lead Coach will facilitate academic enrichment that supports and enhances student learning through interactive, engaging activities to assist students toward their goal of higher education.

The Lead Coach will:

1. Provide college readiness programming that meets the individual needs, interests, and abilities of students
2. Facilitate and prepare materials for activities and learning for student programming. Submit plans that demonstrate preparation and planning prior to the programming session
3. Direct student learning goals toward clear objectives of all lessons, units, and projects.
4. Provide instructional techniques that meet students' needs and quality programming goals.
5. Assess ongoing student learning, through student discussion, conferencing, and other methods
6. Utilize internal assessment tools to identify learning strengths and needs of every student
7. Take necessary and reasonable precautions to assure safety in the classroom for all students
8. Maintain accurate, complete, and correct student records
9. Actively participate in team meeting and maintain a professional relationship with colleagues
10. Perform other job-related duties as assigned

Qualifications:

1. Bachelor's degree preferred; not required, contingent on experience
2. Expectation of 3-5 years of documented experience working with students in an education or community setting, preferably in teaching reading, writing or character development.
3. Ability to maintain effective working relationships with students and program staff.
4. Demonstrated ability to understand and work with linguistically and ethnically diverse student populations.
5. Effectively communicate, both orally and in writing.
6. Conversational Spanish skills (preferred).

Status: Part Time Position

This is a part-time position averaging between 8 – 15 hours per week.

Candidate must be available to instruct during the following times:

- Cohort home visits (as arranged)
- Required weekly availability Monday afternoons/evenings from September 1 thru May 31 (Approx. 3.5 hours per week)
- Required availability during one Saturday per month for parent workshops (Approx. 8:30 AM-12:30 PM)
- Minimum of two hours of preparation of materials and planning per week.

Compensation:

- Very competitive. Commensurate with experience

Submit resume and 3 references to: jannoye@scholarshipsinc.org

Jason Annoye

Director - NEW Scholars Program

Scholarships, Inc.



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