



2101 E. Fourth Street, Suite 200
Santa Ana, CA 92705

Title: Academic Support Specialist-MVSD
Department: Program and Operations
Reports To: Academic Program Coordinator
FLSA Status: Non-Exempt
Type: Part-Time
Supervises Others: No

GENERAL PURPOSE OF JOB:

Under the general supervision of the Academic Program Coordinator, the Academic Support Specialist works part-time, directly with students, acting as a positive adult role model, coach, and mentor. The purpose of this job is to provide academic homework support for identified students. The Academic Support Specialist assists students with mastery of grade level academic standards in small groups, on average 15:1 setting. Academic Support Specialist must have a genuine interest in the growth, development, and provision of a safe and nurturing environment for the students they teach.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide small group and individual academic support for identified students during homework hours
- Facilitate homework support and intervention practice assigned by the Academic Program Coordinator
- Guide TPA Tutors in a coordinated effort to assist students with their homework
- Devise special strategies for reinforcing material based on an understanding of the needs and abilities of individual students
- Alert the Academic Program Coordinator of any problem or special information about individual students as indicated
- Participate in in-service training sessions as assigned
- Operate and care for equipment and instructional materials
- Distribute and collect materials used for instruction
- Read to students, listen to students read, and participate in other forms of oral communication with students
- Keep daily record information about individual student's attendance and performance
- Monitor student behavior and report any disruptive behavior to the Academic Program Coordinator
- Serve as a positive role model for youth in the program through appropriate dress, speech, and attitude
- Create an environment that fosters a sense of belonging
- Provide an experience for youth with an emphasis on enriching their school experience and their outlook on life
- Communicate and collaborate with other after-school staff, classroom teachers,

- administrators, parents, and community members
- Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers
- Complete paperwork accurately and in a timely manner
- Any and other duties as assigned

Other Responsibilities:

- Arrive punctually in order to meet responsibilities in site start up and assignments
- Maintain close communication with the Academic Program Coordinator regarding planned or emergency absences for the same reason
- Maintain clean classroom and facility space
- Maintain highest degree of confidentiality in student and staff matters
- Comply with organization and site policies and follow procedures

EDUCATION and / or EXPERIENCE:

- Associate’s Degree (two year) or 48 semester or 60 quarter hours of college credits
- Must successfully pass the pre-employment test
- Minimum six months of previous experience working with children in a classroom or after-school environment
- Advanced Math and English skills (K – 8)
- Excellent communication skills (Written and Verbal)
- Must pass Live Scan (criminal background check via fingerprinting)
- Satisfactory TB Test

COMPUTER & EQUIPMENT SKILLS:

- Word processing
- Use typical office equipment
- E-mail
- Internet software

WORK ENVIRONMENT:

AMOUNT OF TIME

	NONE	UNDER 1/3	1/3 – 2/3	OVER 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

How much noise is typical for the work environment of this job?

Moderate noise (examples: typical school noise with children at play)

PHYSICAL DEMANDS:

AMOUNT OF TIME

	NONE	UNDER 1/3	1/3 – 2/3	OVER 2/3
Stand			X	
Walk		X		
Sit		X		
Use hands to finger, handle, or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			
Visual Efficiency				X

This job requires that weight be lifted or force be exerted as indicated in the boxes below:

AMOUNT OF TIME

	NONE	UNDER 1/3	1/3 – 2/3	OVER 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Does this job have any special vision requirements?

- Close vision (clear vision at 20 inches or less) - Viewing Computer Screen

ADDITIONAL INFORMATION:

- Must be willing to travel to off-site meetings, trainings, and events.
- Ability to speak or write a language other than English is helpful; preferably Spanish.
- Eligible to accept assignment.

Acknowledgment:

I, (print name) _____ have read and understand the above job description and agree to comply with and be subject to its conditions. I understand that the Organization reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to the job duties above I agree to abide by the Organization policies contained in the employee handbook. I certify that I am able to perform the job duties with or without an accommodation.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____