

## Success Coach:

### Flint Center for Educational Excellence

Exemption Status: Full-time, Exempt—Hourly (grant-funded position)

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#### Position Summary

The Success Coach (Coach) supports the Flint Center for Educational Excellence’s (the Center) mission of building a community that works for all Flint kids by increasing Flint kids’ persistence and success in school. As key frontline staff in full-service community schools (FSCS) sites, the Coach will support Flint kids to thrive academically, social-emotionally, in attendance, and in positive behaviors.

Reporting to the Expanded Learning Coordinator, the Coach will collaborate as part of a dynamic site-based team to support Flint kids in their classrooms and out-of-school times, ensuring they receive the highest quality of education that prepares them to thrive in college, career, community, and beyond. As a full-time employee—working during the school day and out-of-school time—the Coach will plan and monitor the progress of a caseload of students and work with teachers and other school staff to curate breakout sessions, in-class assistance, and expanded learning opportunities that ensure Flint kids thrive in school. Additionally, the Coach will be responsible for the general supervision and/or implementation of site-based expanded learning opportunities, including before-, during (non-instructional periods), and after-school programming.

#### About the Flint Center for Educational Excellence

The Community Foundation of Greater Flint currently serves as fiscal sponsor for the Flint Center for Educational Excellence and will lead the pilot phase of its work until it becomes an independent entity. As a result, the workplace culture will be that of a dynamic start-up organization with team members proactively establishing systems and processes to support the Center’s growth and development as a high-performing organization.

#### Major Responsibilities & Key Tasks

##### *Success Coaching & Mentoring*

- Maintain relationships with key personnel throughout the school site through attendance in joint lesson planning meetings and trainings, and being a resource to teachers in supporting Flint kids to thrive
- Facilitate activities with identified students 1:1 and in small groups
- Strengthen Flint kids’ literacy and numeracy skills by applying varying learning activities based on students’ developmental and academic levels, answer questions, scaffold and supplement core instruction at school, and encourage assignment/homework completion
- Co-create and implement a system of behavioral intervention that ensures Flint kids are not denied access to educational opportunities
- Conduct regular follow-up and evaluation of Flint kids’ progress; maintain communication with students, teachers, and families

- Keep updated information on partner organizations that provide support services; identify gaps in the Center’s referral partner network
- Assist Flint kids and families to identify community resources that address their desires and meet their demonstrated needs; support referrals to those supports through warm hand-offs to partner organizations

#### *Expanded Learning Support & Implementation*

- Create engaging, safe, and healthy expanded learning environments by embodying the Center’s values of collaboration, inclusion, and fun!
- Assist in the recruitment and retention of Flint kids for expanded learning opportunities
- Support and/or conduct expanded learning opportunities and virtual learning opportunities for students before-, during-, and/or after-school including, but not limited to, academic enrichment, intervention, and acceleration, homework/tutoring support, recreation, student clubs, service learning, and leadership development
- Curate intensive expanded learning opportunities that intervene in or accelerate Flint kids’ progress in the areas of academics, attendance, and social-emotional development/regulation
- Lead and/or assist in coordinating outdoor recreational activities when weather permits
- Ensure proper check-in and check-out of participants
- Develop, support, and/or facilitate events and programs that acknowledge Flint kids’ growth and/or achievement in attendance, math, literacy, and social-emotional development/regulation
- Maintain compliance with all LARA rules and regulations

#### *Data Entry & Management*

- Collaborate with Expanded Learning Coordinators to collect, record, analyze, and monitor Flint kids’ progress on key performance indicators related to attendance, literacy, numeracy, social-emotional development/regulation, and engagement in expanded learning opportunities.
- Participate in facilitated reviews of student data collected and entered into the Center’s longitudinal data system
- Use monitoring tools to monitor Flint kids’ progress and document all contacts with the Center’s initiatives

#### **Other Duties**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

#### **Minimum Qualifications**

- High school diploma *and* a mix of education and work experience in youth development, recreation & education, human services, or a related field;
- Bachelor’s degree in education, social work, social services administration, or related field preferred.

- CPR & First Aid certifications, or ability to certify upon hire;
- Ability to effectively interact and collaborate with educators, parents, and Flint kids;
- Satisfactory criminal background check and unprofessional conduct check

**Required Skills & Abilities**

- Knowledge of principles related to the development of youth between ages 5-18;
- Strong organizational, communication, and interpersonal skills

**Compensation & Benefits**

- Starting pay range: \$32,500 – 42,500 per year based on education and experience
- Competitive benefits package including 401(k), health, vision, and dental benefits