



### **JOB DESCRIPTION: High School Homeroom Lead Coach**

The Downtown Boxing Gym Youth Program ([www.downtownyouthboxing.org](http://www.downtownyouthboxing.org)) is a nonprofit after-school program for students ages 8-18. Through education, athletics, mentorship and intervention, the Downtown Boxing Gym empowers Detroit students to be positive and productive members of society.

DBG is seeking an Academic Tutor/Classroom Leader to assist in managing and developing the education and enrichment programs. Reporting to Katie Solomon. **Please include a cover letter, resume and 3 references when applying for this position to [ksolomon@dbgdetroit.org](mailto:ksolomon@dbgdetroit.org)**

### **POSITION OVERVIEW: ACADEMIC COACH**

DBG is seeking an Academic Support Coach to work with students on math and literacy intervention skills, and help with math and literacy homework. This position will manage and lead a homeroom space, so classroom management skills or coursework is preferred.

### **RESPONSIBILITIES**

#### **Programming/Instruction**

- Work with the Academic Director to implement appropriate math and/or literacy intervention programs and curriculum
- Support Academic Director and Coordinators in incorporating diverse and multicultural content into curriculum and instruction throughout the year in big and small ways.
- Ensure that all kids see their culture(s) represented in curriculum and materials.
- Establish and develop relationships with DBG students, families, and staff

#### **Assessment/Accountability**

- Assist with DBG data collection and tracking for staff evaluations, student evaluations, student progress tracking, staff progress tracking

#### **Social Curriculum/Program Culture**

- Uphold and support the program-wide discipline policies. Document serious and less serious infractions to the policies and seek help and support from staffers and directors when discipline concerns arise.
- Structure a program environment that is developmentally appropriate, student-centered, print-rich and well organized for secondary learners. Involve kids in the care and maintenance of the program room.



### **Collaboration, Collegiality and Professionalism**

- Meet and plan at least twice a month with all Academic Staff to ensure consistency of program and curriculum implementation.
- Make program rooms open to visits from other coordinators, interventionists, family members, and visitors to the program in ways that are not disruptive to kid learning.

### **Professional Development**

- Attend quarterly DBG all staff meetings

### **Other Professional Responsibilities**

- Attend and participate in program events--including after hours and on weekends.

## **COMPENSATION**

**Job Type:** Part-time

**Salary:** \$15/hour

## **QUALIFICATIONS**

- **Education and Experience:** Bachelor's degree or seeking to obtain one (preferred in an educational field/background)
- Must have a valid driver's license and pass background checks.
- Comfortable working with computers, technology, educational technology and data systems
- Time and stress management skills
- Organizational skills required
- Ability to work collaboratively
- Experience in project management, system implementation, and execution
- Proven emotional constancy—staying poised and positive under pressure
- Strong attention to detail

### **Personal Attributes:**

- Be honest and trustworthy
- Be respectful to all staff, students and families
- Be flexible
- Be punctual and reliable
- Demonstrate sound work ethic