

## An Achievable Dream Job Description

**Job Title:** In School Suspension - Coordinator – An Achievable Dream Middle/High School

**Reports To:** Senior Director of Operations, VP of Academics and Executive Director

**Coordinates With:** An Achievable Dream Middle/High School Principal and Assistant Principal

**Date:** July 2021

### **Job Description Summary: (Purpose and Scope)**

The purpose of this position is to assist the An Achievable Dream, Inc. administration and An Achievable Dream Academy/ Middle and High School and An Achievable Dream Academy Principals with the implementation of the In-School Suspension System and tutoring. The scope of the position includes interaction and collaboration with students in grades K-12, parents and school administration.

### **Expectation For All Employees:**

Staff supports the organization's mission and vision, and aligns with the core values: Belief, Equity, Whatever It Takes, Partnerships, Relationships, Continuous Improvement, Systemic Impact, and Organizational Integrity.

### **Essential Duties and Responsibilities:**

- Supervise and assist elementary/middle/high school students who have been assigned to ISS with improving their class behavior, work study skills, and academic achievement.
- Create an ISS environment that is respectful, well-managed and conducive to successful behavior.
- Serve as a liaison between elementary/middle/high school students assigned to ISS and classroom teachers by providing continuous instruction, helping with the completion of assignments and ensuring the fulfillment of course requirements.
- Create and maintain accurate records on students receiving and serving ISS.
- Assess the accomplishments, both academic and behavioral, of students upon completion of assigned time in ISS and provide progress reports as required. Implement the policies and procedures as outlined by the AAD administration for the ISS setting.
- Facilitate small group tutoring as needed.
- Perform any other related duties as assigned by the Vice President of Academics, Executive Director, Senior Director of Operations and Student Services, An Achievable Dream Academy Principal and Assistant Principal, and Middle and High School Principal and Assistant Principal.

### **Qualifications:**

- Ability to work tirelessly to fuse program initiatives with public school initiatives without conflicts in schedule or philosophy.

- Interpersonal and communication skills are required in working with students, parents, staff, and administrators.
- Excellent leadership, strategic thinking and organizational skills.

**Education and Experience:**

Position requires an associate's degree.

**General Information:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

**Licenses/Certifications:**

None required

**Technical Skills:**

- To be proficient in Microsoft Office.
- To be proficient in Google Suite including Drive, Docs, Sheets, and Powerpoint.

**Working Conditions:**

- Work is normally performed in a typical interior/office work environment.
- Involves various travel situations (other schools, home visits, etc.)

**Physical Effort:**

- No or very limited physical effort required.

**Environmental Conditions:**

- No or very limited exposure to physical risk.

**Salary Range:** \$36,000 - \$38,000, plus benefits

**To Apply:** Visit [achievabledream.org/employment](http://achievabledream.org/employment)