JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Academic Engagement Program Leader</th>
<th>Division/Department</th>
<th>Community Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
<td>Reports to:</td>
<td>CAN! Program Coordinator</td>
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<tr>
<td>EEO &amp; WC Code:</td>
<td></td>
<td>Revision Date:</td>
<td>2/2020</td>
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<tr>
<td>Location:</td>
<td></td>
<td>Compensation:</td>
<td>$16.00 per hour + Fringe Benefits</td>
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<tr>
<td>Supervises Direct Or Indirect:</td>
<td>None</td>
<td>Supervision Category:</td>
<td>Individual Contributor</td>
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Position Overview
The Academic Engagement Program Leader is responsible for facilitating high school programming within a 4-day per week program for the 2019-2020 school year and will track high school girls’ A-G high school graduation progress as well as the weekly grades of all academic weekly participants. The Academic Engagement Program Leader develops and facilitates new programs and activities in the Girls Resource Center that help girls develop their organization, time management, and study skills. In addition, the program leader will provide resources for credit recovery, academic enrichment, special education and tutoring. They will provide homework assistance in math, science, history, English and writing.

Major Duties and Responsibilities
- Provide academic tutoring in high school math (Algebra 1, Geometry, Algebra 2, Pre-Calculus, AP Calculus), science (Biology, Chemistry, Physics) as well as coaching academic writing for English and History classes whenever volunteer tutors are absent
- Track weekly grades for all AFS! participants and update Coordinator for any girls with below 70% in any classes
- Serve as support for all volunteer tutors during program time
- Evaluate goal-setting progress on a weekly basis for all girls and provide coaching to volunteer tutors when necessary
- Evaluate transcripts at the beginning of every new semester for all high school participants and notify Coordinator of any girls who have failed A-G required classes
- Create supplemental academic enrichment activities for girls who do not have homework assignments as well as subject-specific resource binders for volunteer tutors to utilize
- Support Coordinator in planning end-of-semester tutor appreciation gifts
- Assist with administrative tasks as needed for Girls Resource Center Program including recruitment, orientations and materials organization
- Maintain communications with Girls Resource Center Program Team (in person, voicemail, during weekly meetings).
- Work occasional evenings and weekends as needed for events.
• Perform other duties as assigned.

Qualifications
• Commitment of at least the 2019-2020 school year (August 1 – May 31, 2020)
• Experience facilitating academic engagement activities, homework help and tutoring for high school youth.
• Experience and enthusiasm for working with high school girls.
• Ability to help high school girls in Algebra 1, Geometry, Algebra 2, Pre-Calculus, AP Calculus, Chemistry, Biology, Physics, and English/History Writing
• Position requires flexibility, creativity, organization, positive energy and passion for inspiring girls to be strong, smart, and bold.
• Ability to develop and facilitate academic enrichment activities with groups of 3-5 girls in grades 9 through 12.
• Strong verbal and written communication skills.
• Ability to identify needs and develop relevant activities for high school girls.
• Effective problem solving and conflict resolution skills that follow youth development principles.
• Ability to implement tasks and activities independently.
• Ability to multi-task and meet deadlines consistently, timely and reliable.
• Ability to receive and provide feedback in a constructive way.
• Experience working with diverse communities.
• Ability to set up space for girls that challenges gender stereotypes and is LGBTQ-inclusive.
• A valid California Driver’s License, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements established by Girls Inc.
• Background clearance from the Department of Justice.
• Requires a minimum commitment of one year.
• High School Diploma required. Associates Degree or some college degree preferred with focus in secondary education, Science, Math, or Engineering.
• Bilingual in Spanish-English highly desired.