



Job Title: Academic Coordinator

Type: Full Time

Reports To: Site Director

OVERVIEW OF TENACITY:

Founded in 1999, Tenacity's mission is to improve the scholastic, character, and physical development of urban youth through a combination of academic instruction and tennis instruction/competition with a focus on life skills. The **Middle School Academy (MSA)** is an intensive three year program consisting of academic enrichment, homework help, study/life skills development and tennis/fitness programming. Working in partnership with the Boston Public Schools, the MSA currently delivers an intensive three-year experience for middle school students at six partner schools (Curley (K-8), Jackson Mann (K-8), Frederick Pilot Middle, McCormack Middle School, Washington Irving Middle School and the Mario Umama Academy (K-8)). The MSA currently serves approximately 300 middle school students.

Each MSA student makes a three-year commitment to attend the program three or four afternoons per week for 30 weeks, each of their sixth, seventh, and eighth grade school years. In addition we have an Extended Learning Time model where the program is fully integrated into the school day.

RESPONSIBILITIES FOR ACADEMIC COORDINATORS:

The Academic Coordinator is uniquely responsible for *all* academic support at a given Middle School Academy site. Specifically, this includes, but is not limited to:

- Ensure effective implementation of Tenacity's Academic Curriculum.
 - Develop and regularly revisit instructional plans based on instructional goals and assessment data.
 - Facilitate both whole group and small group activities based on curriculum.
 - Supervise the entire classroom and instructional experience for students, including management and direction of Tenacity AmeriCorps Fellows, volunteers, and part-time staff.
 - Manage behavior and offer one-on-one support to students (and parents) experiencing behavioral, social, or academic difficulties.
 - Ensure that the academic and tennis/fitness activities are integrated and synergetic, especially in the area of life skills development.
- Commitment to ensuring equity in the classroom and the gym and to supporting students as they overcome systemic inequities.
- In conjunction with supervisors, collect assessment and evaluation data (especially ANet and MCAS/PARCC), and use to improve program implementation.
- Regularly submit weekly lesson plans to site team and/or management in an organized and timely manner, always remaining flexible to feedback.

- Accountability for the overall success of the site, which includes but is not limited to:
 1. Recruitment, selection and registration of middle school students for the MSA Program.
 2. Maintenance of high student retention rates and site attendance rates.
 3. Meeting expected student achievement goals.
- Directly supervise and coach relevant staff in program.
 1. Organize and facilitate regular meetings with staff to ensure quality execution of lesson plans and preparation of all materials or equipment.
 2. Meet regularly with role-specific 1-2 Fellows to supervise their professional development, increase instructional and behavioral management skillset, provide in-the-moment coaching around program-delivery techniques, provide professional or leadership growth opportunities, and manage professionalism or team dynamics.
 3. Expertly navigate and mediate team conflicts or professional improvement opportunities for staff, where relevant.
- Co-plan and attend events, field trips, and other activities, including some evening and/or weekend events.
- Build and manage highly effective relationships with the teachers and parents to discuss individual student progress, assessment data, and ways to better meet the needs of the students and school.
- Participate regularly in school meetings, including but not limited to weekly content or student support meetings, student-specific meetings such as IEP meetings, the Instructional Leadership Team, schoolwide assessment reflection sessions, and professional development sessions.
- Work directly with a small caseload of 8th grade students to ensure maximization of high school options for student.
- Exhibit a desire to collaborate and share best-practices with coordinators from all MSA sites.
- During the summer, work either in our Summer Tennis and Reading program or perform preparatory work for next year's MSA program as deemed appropriate by the MSA Director.

QUALIFICATIONS AND EXPERIENCES:

- Instructional and program management experience, preferably with urban middle school age students including:
 - Ability and Experience successfully managing/overseeing a classroom or youth development group
 - Behavior management experience
 - Lesson plan/lesson design familiarity
- An ability to model a “Growth Mindset” toward students, other staff, and oneself.
- Previous experience working with multi-cultural constituents
- Strong interpersonal, team development, management, organizational and verbal/written communication skills

- Have considerable relationship management skills and experience – particularly working with parents, as well as teachers and principals
- Masters in Education or Youth Development preferred, B.A. acceptable
- Proficiency in verbal and written communication, Microsoft Word, Excel
- Bilingual a plus
- Some tennis experience a plus
- Drivers License Required
- Consistent access to a car is a significant plus

TO APPLY:

Send a resume and cover letter to msaacademicleader@tenacity.org. Please include “#137 – academic leader” in the subject line of your email.