



**Job Title:** Ace Academy Associate Academic Coordinator/Associate Family Engagement Coordinator

**Type:** Full Time

**Reports To:** Ace Academy Site Director and Academic Coordinator

### **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 Ace Academy 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, Ace Academy currently delivers an intensive three-year experience for middle school students at four partner schools the Curley K-8 School, Frederick Pilot Middle School, BCLA/McCormack Middle School, and East Boston High School. The Ace Academy currently serves approximately 150 middle school students.

The Ace Academy offers an Extended Learning Time model or embedded school day model (based on the partner school site) which integrates academic-based programming and supervised tennis and fitness activities in a structured, supportive environment. The activities focus not only on building academic and tennis skills but promoting resilience and 21st-century skills among young people facing challenges on the path to adulthood. Academic support is guided by Ace Site Directors, who work closely with the teachers at the partner schools to help identify the needs and strengths of each of the students. Ace Academy offers an academic curriculum closely aligned with state and city English Language Arts frameworks and aims to support Tenacity students with academic success.

Each Ace Academy student makes a three-year commitment to attend the program three or four afternoons per week for the school year, each of their sixth, seventh, and eighth grade school years.

### **RESPONSIBILITIES FOR ASSOCIATE ACADEMIC COORDINATOR/ASSOCIATE FAMILY ENGAGEMENT COORDINATOR**

#### **Responsibilities For All Ace Academy Associate Coordinators:**

As part of a Tenacity site-based team, support all aspects of the Ace Academy at a particular Boston Public School site.

Responsibilities include:

- Recruitment and enrollment of middle school-aged students for the Ace Academy
- Under the leadership of the Site Director, support a high rate of student retention and site attendance through the offering of consistent and engaging programming.
- Engage students in all aspects of Tenacity Ace programming
- Based on the assigned site, serve as a bus chaperone for student transportation from programming.
- Participate in regular team meetings focused on quality execution of lesson plans and preparation of materials or equipment.
- Support site behavior management structures and individualized student support.

- Support the planning and facilitation of site-based student support efforts including weekly meetings.
- Participation in the planning and facilitation of Tenacity activities at the assigned site, including ceremonies, field trips, and other activities, which will involve some evenings and/or weekends.
- Become an engaged part of the site school's community including building relationships with school staff
- Support the partnership between caregivers/families and the site school personnel.
- Participate regularly in school meetings/sessions, including but not limited to weekly content meetings, student support meetings, student individual education plan (IEP) meetings, Instructional Leadership Team meetings, school-wide assessment reflection sessions, and professional development sessions.
- Participate in the maintenance of student enrollment and engagement records in the Tenacity data management system.
- During the summer, perform preparatory work, family visits, and/or strategic program revisions for next year's implementation as deemed appropriate by the Pathway Chief.
- Attend all Tenacity-wide team meetings and events

This role encompasses two domains, academics, and family engagement. The Associate Coordinator role will focus on one of these areas, the descriptions are below.

***Family Engagement:***

The Associate Coordinator focused on family engagement will promote and facilitate parent and family involvement in all aspects of Ace programming.

Responsibilities include:

- Under the leadership of the Site Director, build and maintain trusting relationships with caregivers to support their collaboration with Tenacity staff and the partner school.
- Maintain consistent communication with caregivers to share information about student engagement, explore student and family needs, support families with accessing helpful resources, and support family participation in the Tenacity Pathway.
- Facilitate regular communication with caregivers/families including phone calls, texts, meetings, and program newsletters.
- Support caregiver/family participation in Tenacity and school activities, including open houses, parent/teacher conferences, events, performances, etc.
- Support site team reflections and action planning concerning ongoing family involvement.
- Collaborate with the Tenacity site team to ensure that families receive two family visits per year to:
  - Ensure continued participation and success in the Ace Academy to prepare for the Pathway.
  - Collaborate with concerning the overall academic achievement of their student.
  - Support student and family goal setting and action plans to guide the collaboration with families throughout the school year.
- Act as a resource to the partner school (administrators, family liaisons) in school-based family initiatives.



- Support the families of 8th graders in the high school selection process and connect families with the College and Career Prep team working with Tenacity's high school students.

### **Academics**

Support the effective development and implementation of Tenacity's academic curriculum.

Responsibilities include:

- Under the leadership of the Academic Coordinator, regularly refine literacy lesson plans based on instructional goals, assessment data, and partner school instructional priorities.
- Facilitate small group curriculum-based activities.
- Help to supervise classrooms and instructional experience for students.
- Support the students with preparing for program-wide literacy celebrations, such as poetry slams.
- **During summer months, support preparatory work and/or planning for the upcoming school year's academic programming.**

### **QUALIFICATIONS & EXPERIENCES:**

- Bachelor's Degree in Education, Psychology, Social Work, Human Development, or a related field.
- **Bilingual in Spanish or Vietnamese is highly preferred.**
- An ability to model a "Growth Mindset" for students, other staff, and oneself.
- Experience working with middle school students, ideally in a capacity that targeted socio-emotional growth.
- Strong interpersonal, team development, organizational, and verbal/written communication skills.
- Experience effectively engaging with parents, students, teachers, and principals.
- Passion for improving the quality of education for children living in low-income, urban communities.
- Proficiency in Microsoft product suites.
- Some tennis experience a plus
- Driver's license desired.

***We are an equal opportunity employer and do not discriminate based on race, religion, gender, age, sexuality, gender identification, or physical ability.***

Salary Range: \$40,000-\$45,00