



<https://thevillagemethod.org/job/academic-coach-mentor-i/>

Academic Coach & Mentor I

Description

Your role as an Academic Coach & Mentor I is to empower students and their parents within the program at their school and/or during the TVM meetings.

Responsibilities

Your duties and responsibilities are as follows:

Social/Emotional

- Develop healthy, mentoring relationships with student
- Participate in regular group and individual mentoring activities with student
- Academic/College Advising/School Relations
- Support, Manage and Maintain a caseload of 15-20 middle schoolers
- Conduct one-on-one meetings with TVM Scholars in caseload
Working with students and parents to determine which educational path is best for them and regularly review each student's progress toward meeting goals outlined
- Reviews student's academic progress bi-weekly; connects students who have GPA's below 2.0 (C-) with remediation and/or tutoring service recommendations
- Establishing a rapport with assigned TVM Scholars and encourage them to do well academically while balancing their life with extracurricular and leadership development opportunities
- Develop relationships with families of students and maintain regular dialogue with family members
- Identifies, encourages and assists students with information regarding educational options beyond middle and high school, including summer school
- Represents TVM at meetings, events, and other opportunities to promote our programs and services
- Attend meetings with program and school site staff as necessary, as well as regular communication with teachers, and/or counselors.
- Occasional support of High School programming & services

Administration/Data Collection

- Maintain notes and submit reports that capture all work done on activities with students
- Collect and record required data for each student e.g., academic, program and school attendance, behavior
- Attend all trainings related to professional development
- Support program coordinator in maintaining accurate documentation, such as attendance, homework logs, pre/post test, etc.
- Other duties as assigned

Community Engagements

- Serve as a chaperone for TVM field trips and outings, assisting in the

Hiring organization

The Village Method (TVM)

Employment Type

Volunteer, REMOTE

Beginning of employment

OPEN

Industry

Education

Job Location

Remote, USA

Remote work from: USA

Working Hours

Maximum – 10/week or 40/month

Base Salary

S 15 - S 20

supervision of TVM scholars

Contacts

For more information, contact [Mahea Gaskins](#)