

High School Academic Coach

Best Foot Forward is a nonprofit based in Boca Raton, serving at-risk and foster care students throughout Palm Beach County. We are looking for a High School Academic Coach to join our **incredible team!** The High School Academic Coach will support our students with one-on-one sessions as they learn to navigate their classes, develop essential organization, study and learning skills, and becoming well-rounded learners. They will be ready for graduation, and prepared to succeed in college.

This is a full-time position, seeing students **during the school day, Monday through Friday, between 8:00AM and 4:00PM**, and requires traveling to various schools in Palm Beach County. Applicant must have a teaching background.

Best Foot Forward is a growing agency with an exceptional work environment. We provide generous PTO and vision insurance as well as optional dental, 401K plans and other benefits. This is a salaried paid position, amount commensurate with experience.

OR

This is a part-time position, **24-28 hour per week** seeing students **during the school day, Monday through Friday, between 8:00AM and 4:00PM**, and requires traveling to various schools in Palm Beach County. Applicant must have a teaching background.

Best Foot Forward is a growing agency with an exceptional work environment, providing a variety of benefits. This is an hourly position, amount commensurate with experience

Overall Responsibilities

- Meet with students on a weekly basis to provide support, guidance and motivation
- Collaborate with teachers and school administrators to the benefit of the student
- Track grades weekly
- Identify learning patterns
- Problem solve and address issues pertaining to poor or missing grades.
- Assist student with completing assignments as necessary
- Identify needs; secure tutors as needed
- Use incentives to motivate students
- Prepare and submit session notes following each session
- Participate in student meetings as necessary

Candidate Will:

- Be compassionate and patient
- Be organized and detail oriented
- Be proficient in Microsoft Word, Excel and Outlook
- Possess excellent oral and written communication skills
- Establish and maintain cooperative and effective working relationships
- Work confidentially with the utmost discretion
- Teaching experience strongly preferred
- Have a college degree

If you are excited about the opportunity to join our dynamic team, please submit your resume, along with your salary requirements, to dellman@bestfoot.org.

We look forward to hearing from you and exploring how your skills and experience align with our agency's goals!