



monarch school
education. opportunity. transformation.

Monarch School Project Academic Intervention Instructor (High School)

Monarch School

The mission of Monarch School is to offer exceptional educational opportunities to youth experiencing homelessness. We aim to be the model for how best to support students to thrive in school and in life. We do this by fostering student growth along four pillars: academic, emotional, social, and life skills. Monarch School is a K-12 public school providing more than 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit, Monarch Schools Project (MSP), a 501(3) corporation. For more information, please visit www.monarchschoools.org.

Position Summary

Working with Monarch School teachers, staff, and administrators, this position is responsible for offering Academic Interventions for high school students including but not limited to utilizing math and reading intervention curriculum; creating individualized interventions, K-12 academic enrichment, student engagement during and after school and student leadership opportunities.

Reporting Relationship

As an MSP employee, this individual ultimately reports to the MSP Chief Executive Officer; however, this role operationally reports directly to the Lead Academic Intervention Coordinator and the Life Skills Manager as well as the Director of Engagement, coordinates with the onsite Director and interacts/assists other staff such as the school counselor, Behavioral Intervention Specialists, teachers, and other staff as required.

Supervisory Responsibilities

The incumbent in this position will not have any supervisory responsibilities.

Position Duties and Responsibilities

- Build and maintain meaningful relationships with students and create safe spaces for learning.
- Integrate Social Emotional Learning and competencies to teach and model self-awareness, self-management, social awareness, relationship skills and responsible decision making to students.
- Collaborate with teachers, staff, student and families to find effective interventions, celebrate progress and put students first.
- Work with students, individually or in groups to provide differentiated math and literacy instruction.
- Uses assessments to guide instruction.

- Supplement the core curriculum for high school students as well as support students at elementary and middle school levels.
- Collaborate with parents, teachers, school administrators, and school counselors, in order to develop and implement strategies to help students be successful in the area of literacy and mathematics.
- Prepare student and teacher materials and activities that support direct instruction.
- Set up instructional activities directed at individual student needs.
- Develop and oversee a student leadership opportunity for high school students
- File and copy materials as required.

General Responsibilities

- Exemplify Monarch’s Core Values of Community, Relationships, Strength and Healing
- Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity and ethical behavior and ensuring that “Students Come First” at all times
- Protect students’ rights, safety, health, privacy, welfare and best interests at all times
- Know available resources at Monarch and refer students to appropriate staff for additional support
- Participate in professional development
- Assist in maintaining student records and files
- Operate equipment such as copy machines, computers and audiovisual equipment
- Performs other duties and projects as assigned

Education and Experience

- Bachelor’s degree is required and a teaching credential is preferred.
- Proficient using Microsoft Office applications (Word, Excel, Outlook and PowerPoint).
- A valid California Driver’s License

Preferred Skills

- Strong organizational and project management skills, including the ability to juggle multiple workflows and easy adapt to shifting priorities in a fast-paced environment
- Ability to bring a collaborative spirit to internal and external partnerships
- Ability to adapt communications styles based on the priorities and needs of a given audience
- Ability to apply restorative justice protocols, strengths-based practices and trauma-informed care
- Data management and analytical skills
- Ability to thrive in an authentic, feedback-driven environment
- A willingness to commit Monarch’s mission of creating safe spaces for students, building authentic relationships

Physical Demands

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk; climb or balance; stoop, kneel or crouch.

Equal Opportunity Employment:

Monarch Schools Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a full-time, hourly position, paying \$19-21.00 per hour.

Application Process

Interested candidates should email a resume and cover letter with "Academic Intervention Instructor (High School)" in the subject line to HR@monarchschoools.org. This position will close when the position is filled.