



## **Monarch School Project K-12 Academic Intervention Coordinator**

### **Monarch School Overview**

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social-emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. 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 School Project (MSP), a 501(3) corporation. For more information, please visit [www.monarchschoools.org](http://www.monarchschoools.org).

### **Position Summary**

The Academic Intervention Coordinator will be working with Monarch School teachers, staff, and administrators, this position is responsible for offering academic support to K-12 students including but not limited to utilizing math and reading intervention curriculum, creating individualized interventions, K-12 academic enrichment, during and after school, college workshops, Saturday School, STEM support, and any academic support opportunities.

### **Reporting Relationship**

The K-12 Academic Intervention Coordinator reports to the Director of Academic Support, however the incumbent must be able to communicate with other team members, Board of Directors, and external stakeholders.

### **Supervisory Responsibilities**

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

### **Position Responsibilities and General Responsibilities**

The incumbent in this position will perform the following duties and responsibilities along with other duties that may be assigned:

### **Position 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, students, 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 and support students at elementary and middle school levels.
- Collaborate with parents, teachers, school administrators, and school counselors to develop and implement strategies to help students be successful in literacy and mathematics.
- Prepare student materials and activities that support direct instruction.
- Provide individual learning and group academic support to students, offering guidance on topics including, but not limited to, personal growth plan development, goal setting, problem-solving, and college planning. Takes students to college field trips and STEM field trips.
- Set up instructional activities directed at individual student needs.
- Develop and oversee an academic intervention and transitional opportunity for 5th-grade and middle-school students.
- File and copy materials as required.
- Running Zero Aren't Permitted (ZAP) mandatory tutoring, own programs, willingness to work Saturday School, teaching middle school elective classes, and 8th-grade transitional opportunities. Provided field trips to school campuses and connect with school personnel to provide program presentations and a college fair.
- Ready to help plan Kindergarten, elementary, and middle school promotions. In addition, support with senior week events, graduation events, and graduation.

### **General Responsibilities**

- 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.
- Maintaining student records and files, with consistent and accurate reporting
- Operate equipment such as copy machines, computers, and audiovisual equipment.
- Performs other duties and projects as assigned.
- Exemplify Monarch's Core Values of Community, Relationships, Strength, and Healing

### **Education and Experience**

- A bachelor's degree is preferred in Education.
- 2+ years working in the classroom setting.
- Experience working with at-risk youth is a plus.

### **Preferred Skills**

- Strong organizational and project management skills, including the ability to juggle multiple workflows and easily adapt to shifting priorities in a fast-paced environment.

- Ability to bring a collaborative spirit to internal and external partnerships.
- Ability to adapt communication 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 to Monarch's mission of creating safe spaces for students and building authentic relationships.

### **Certificates and Licenses**

A valid California driver's license is required.

### **COVID-19**

Monarch School Project employees must be fully vaccinated against COVID-19 and provide proof thereof, or receive an HR-approved medical or religious exemption. You are required to comply with the vaccination documentation requirements as soon as practicable and as a condition of employment. If you wish to be considered for a medical or religious exemption, you are expected to request an exemption in writing by emailing [HR@monarchschoools.org](mailto:HR@monarchschoools.org) as soon as possible.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

### **Equal Opportunity Employment:**

Monarch School 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, permanent, and hourly position with pay starting at \$22.00 to \$24.00 per hour.

**Competitive benefits package includes:** Paid Time Off (PTO) starting at three weeks per year, eight paid holidays, five weeks of paid school breaks per year, Medical, Dental, Vision, and Life insurances funded by Monarch, FSA with employer contribution, 401(k) with 100% match of up to 6% of salary, Employee Assistance Program (EAP),

parking and transportation reimbursement, and a \$2400 per year Education Supplement Benefit that can be used for tuition reimbursement, student loan reimbursement or 529 College Savings Plans.

### **Application Process**

Interested candidates should email a resume, cover letter, and one letter of recommendation to [HR@monarchschoools.org](mailto:HR@monarchschoools.org) with “**K-12 Academic Intervention Coordinator**” in the subject line. This position will remain open until filled.