



**Academic Coach, Vision of Success Program
(Math & Science Emphasis)
Part-Time**

Job Order 601722
July 13, 2017

Department: Human Resources/Diversity
Position #: 07100166

Reports To: Director, Diversity & Inclusion

LOCATION: TBD - Green Bay East or West High School

HOURS: 15 hours/week. Approximate hours to be worked are from September to May, Monday through Friday between 8:00 a.m.-3:00 p.m., with flexibility required.

MINIMUM STARTING RATE OF PAY: \$14.42/hour

Required online application available on website: www.nwtc.edu/jobs

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

Vision of Success Partnership: The Vision of Success Program provides academic coaching at all four public high schools in Green Bay to students, around mathematics, chemistry, physics, biology, reading and writing, to support their current needs and preparation for college. Vision of Success Academic Coaches will not only provide academic coaching, but also serve as a positive mentorship around academic success

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Provide tutoring services to high school students in math and science classes.
- Provide high school students academic support to strengthen their basic mathematic, chemistry, physics and biology skills.

POSITION QUALIFICATIONS

Competency Statements (s)

- Values - Demonstrate behaviors and action that support the College's values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Accountability - Ability to accept responsibility and account for his/her actions.

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Reliability - The trait of being dependable and trustworthy.

SKILLS & ABILITIES

Education/Experience: Bachelor Degree in mathematics, chemistry, physics and/or biology

***An equivalent combination of work experience and education may be considered.*

Computer Skills:

Microsoft Office Suite knowledge

Other Requirements:

Candidates expected to have good reading and writing skills, organizational skills, creativity and independent judgment.

Candidates must be dependable, punctual, and committed to following through on tasks.

Must be sensitive to needs of students.

PHYSICAL DEMANDS

N – Not Applicable

O – Occasionally – up to 33 percent of the time or 0 to 2.5 hours per day

F – Frequently – 33 to 66 percent of the time or 2.5 – 5.5 hours per day

C – Constantly – more than 66 percent of the time or more than 5.5 hours per day

Physical Demands

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	N (Not Applicable)
Sit	C (Constantly)	21-50 lbs	N (Not Applicable)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	N (Not Applicable)	41-100 lbs	N (Not Applicable)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.