

## **JOB DESCRIPTION**

**Job Title:** Academic Coach

**Job Title Code:** H94

**FLSA:** Non-Exempt

**Salary Range:** HB2; \$21.31/hour

**Reports to:** Regional Manager, Learning Commons

### **Dallas College**

Since 1965, Dallas College, formerly known as the Dallas County Community College District (DCCCD) has served more than three (3) million students. We are one of the largest community college systems in the state of Texas, which includes seven campus locations around the Dallas/Fort Worth area. We strive to be a leader in the Community College space, placing students at the center of everything we do.

### **Position Summary**

Provides individual and group academic coaching sessions in an open lab, virtual, and/or one-on-one setting in support of instructional programs. Participates in developing academic resource materials as required.

### **Required Knowledge, Skills and Abilities**

- Demonstrates knowledge and skills in tutoring students in specific academic area(s) in an open lab and/or self-paced setting. Conducts group and individual tutoring sessions for students; determines what skill areas require additional assistance.
- Experience assessing the progress of assigned students to ensure effective learning results are obtained. Must be able to explain concepts in a manner that students understand. Ability to perform essential functions utilizing knowledge and skills within the specific subject area(s) of support.
- Ability to build and maintain collaborative relationships with diverse students, staff, and faculty regarding tutor/student assignment(s). Must be able to maintain strict confidentiality of all student information, material, and discussions shared in the tutoring relationship.
- Ability to assist students in the development of study skills and techniques to help improve their academic performance. Ability to provide excellent academic expertise and adapt tutoring methods to meet the student needs.
- Must be flexible and able to adapt to change; must demonstrate strong organizational and time management skills. Must be punctual, begin all sessions promptly, use time for academic tasks, and focus on the student's needs. Must be technologically proficient and be able to assist students with basic technical skills.



- Excellent interpersonal, oral, and written communication skills required to effectively assist individuals from diverse backgrounds. Knowledge and experience providing effective customer service.

## Key Responsibilities

- Provides tutoring to diverse Dallas College students in open lab/self-paced settings through collaborative interactions to assess student needs, provide constructive and accurate feedback, engage critical thinking, and encourage independence. Conducts workshops and/or boot camps on various subjects that support student learning
- Fosters a positive learning environment while guiding students through the learning process as it pertains to understanding and engaging with coursework, assignments, and projects. Works with students individually or in small groups to utilize resources, clarify concepts and complete assigned material.
- Provides input in developing and maintaining resource materials needed to demonstrate learning objectives for use in tutoring environment. Maintains records as required under department guidelines. Maintains strict confidentiality of all student information, material, and discussions shared in the tutoring relationship.
- Helps students to develop study skills; refine and apply understanding of course material and key concepts learned. Utilizes excellent communication skills and adapts tutoring methods to meet the needs of the student.
- Maintains confidentiality of student records in compliance with the Family Educational Rights and Privacy Act (FERPA). Ensures offices and files are adequately secured on a daily basis.
- Performs other related duties as assigned.

## Physical Requirements

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*

*Dallas College is part of an equal opportunity system that provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or gender expression. Dallas College complies with the Americans with Disabilities and Veterans Act.*

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## Minimum Qualifications

- Associate degree required
- Plus one (1) related experience as tutor/teacher or,
- Any combination of two of the following qualifications: additional specialized training; indirect supervisory duties; experience in a related field.
- Able to work after school hours, nights, and/or weekends.
- Official transcripts will be required.

\*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## Preferred Qualifications

- Bachelor's degree from an accredited institution of higher education.
- Experience working with PC/Macintosh hardware and software.
- Experience working within a “learning commons” environment that enables student success by closely partnering with faculty and across student learning services such as library, tutoring, testing, computing, and media.

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