

Learning Works Charter School

POSITION: Chaser/Coach

INTRODUCTION:

Learning Works Charter School (LW) provides a personalized, rigorous academic program and relevant life skills to traditionally underserved, at-risk students in grades 6-12 who have withdrawn or are in danger of withdrawing from mainstream education without attaining a high school diploma. LW is an independent study program in grades 9 to 12 and a direct instructional program for a small group of students in grades 6 to 8. LW addresses needs in our community by offering a program that gives disengaged students an educational choice designed to meet their specific needs, distinct from the traditional programs that had not served them well. Our model combines both academic intervention and support and wrap around, social support services to be able to provide whatever it takes to earn a high school diploma. The main campus for Learning Works is in Pasadena, with a resource center offering the same program in Boyle Heights at the Learning Works@Homeboy location.

DESCRIPTION:

Under the direction of the Support Services Director, the Chaser/Coach will be teamed with a teacher and a caseload of students to support and engage Learning Works students in making progress toward their high school diploma. Chasers provide many services to students including academic and social-emotional support, practical and life skills support, help managing crises or life emergencies, and working with families and other contacts to find and re-engage students in school if they are not attending or have been out of contact. Chasers must ensure all students in the caseload at minimum turn in 5 modules every 20 days and to stay on path to graduation.

JOB RESPONSIBILITIES:

- Chase dropouts to enroll them in school through work in the community, peer relations of students, and home visit/chase lists.
- Create a professional and welcoming environment by modeling respect for student's diverse cultures, language skills, and experiences.
- Work directly with a teacher and caseload of students to make sure work is turned in on-time and within contract. Students must complete a minimum of 3 classes per trimester, 4 classes to stay on track, and 5 classes to accelerate (about 5 credits per month).
- Check in with students 2 days before contract due dates to ensure work will be submitted on time.
- Make sure students are getting the tutoring and support services necessary to succeed.
- Check in with teachers and other Chasers each morning to determine if any crisis chasing needs to be done.
- Enforce policies and procedures and school rules.
- Meet with teacher every Friday to ensure agreement on chasing priorities for the week and the following week.
- Keep a to do list, calendar and student contact information.
- Coordinate key curriculum area in terms of calendar and student support.
- Design, plan and facilitate activities with groups of 10 youth for 4-8 hours per week.
- Assist with the planning and facilitation of special projects and events.
- Attend staff and in-service meetings.
- Perform other related duties as required.

DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Understanding of Learning Works' diverse student population.
- Understanding of and ability to respond with empathy to the impacts of poverty and juvenile delinquency issues/challenges.
- Approachable yet stern personality, patient.

- Desire to be a role model/mentor for students.
- Strong computer skills: Excel, Word, Email programs.
- Strong email and communication skills.
- Teamwork and time management.
- Good written notes and logs and persistent follow-up.

EDUCATION, CREDENTIAL AND EXPERIENCE

- High school graduate.
- Valid driver's license and vehicle.
- Available to work during one weekend each month (Chaser weekends).
- Prefer 21 years of age or up.
- Must be willing to complete two college classes each semester with a C or better

SIGNATURE ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE JOB DESCRIPTION

I have read the above role description, have had the opportunity to ask questions and understand the nature of my role and its importance in meeting the organization's goals and objectives. I understand that the specific functions of this role may change from time to time to meet the evolving needs of the organization.

Employee's Name (Please print): _____

Employee's Signature: _____

Date: _____

Job description revised July 28, 2021