



**The Achieve Program at Noble and Greenough School
Student Support Coordinator Job Description
Summer 2023**

Achieve partners with families from Boston to empower motivated students and close the opportunity gap. We provide transformative academic and enrichment programming from middle school to their first year of college. We foster enduring confidence and agency in our scholars through a supportive and joyful environment.

Achieve students are motivated, resilient and thoughtful young people who grow into extraordinary leaders. Our middle school scholars attend Boston's district and charter public schools, come from low-income families, and represent diverse ethnicities, religions, and family backgrounds. Achieve seeks to increase our students' academic skills, sense of self and put them on the path to college.

Despite the limitations of the current pandemic, we aim to continue building strong relationships with our students while engaging them in a rigorous academic experience, in-person. Student support staff are critical members of the Achieve team, and they are essential to our students' academic social-emotional growth and personal success. Candidates must possess a strong interest in working with urban students in a fun, challenging, and enriching academic environment.

Qualifications:

- Experienced special education teacher, preferably at the middle school level (grades 6 through 8)
- Experience serving marginalized communities; demonstrated commitment to social and racial justice
- Strong ability to collaborate and communicate effectively
- Strong ability to problem-solve and take initiative
- A great listener who is solution oriented
- High energy and a sense of humor!

Responsibilities:

- Offer classroom support for students on learning plans.
- One-on-one coaching to students who may need extra support from an adult
- Help students who may experience academic difficulties create action plans to help them have a successful summer.
- Co-lead an advisory group
- Attend all staff meetings and community-wide morning and afternoon meetings
- Carry out other duties as assigned by the directors

2022 Summer Dates:

- Staff Orientation: week of June 26th
- Summer Program: July 5th– August 9th

Salary: \$5,000

To apply for a position at Achieve, please email the following materials to achieve@nobles.edu:

- A thoughtful cover letter.
- Current résumé
- List of three professional references with contact information.