

STERNE SCHOOL Job Description

High School Academic Coach Position

Sterne School provides full-day instruction to lower and high school students. The school's mission is to build on the foundation of individual strengths to discover and nurture each student's version of greatness. In a warm respectful atmosphere, our students become confident, disciplined, responsible citizens able to meet the challenges of further learning and society. The school is certified by the California State Department of Education and accredited by the Western Association of Schools and Colleges. Sterne School is an equal opportunity employer.

JOB DESCRIPTION:

This position is part-time, 12.5 hours/week. Required hours are 1:45 - 4:15 p.m.

This position supports our Office Hours and Homework Hall programs.

Academic Coaching:

- Develop organizational, time management, and study habits in neurodiverse students
- Develop self-advocacy and resilience skills in neurodiverse students
- Review student documentation and collaborate with faculty/administration to determine appropriate accommodations and/or academic interventions
- Communicate with families to coordinate Homework Hall attendance as identified
- Assist students in identifying academic priorities and needs

Other responsibilities:

- Embody and support the Sterne School Mission Statement, Diversity Statement and Core Values
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds
- Present flexible approach, expect change and ambiguity

Ideal candidates are:

- Organized
- Engaging

Ideal Candidates have:

- Or are working towards a college degree
- Interest/experience in working in Education (with neurodiversity is a plus)
- Ability to learn learning management system to assist students

Compensation: \$20-\$37/hour (depending on experience)

To apply for this position, please send a cover letter and resume to [Sarah Ridenour](#), Director of Learning.