

## **Exhibit A. – Academic Coach Position Description and Benefits**

The Academic Coach functions in an important direct service role at Mansfield Hall. The Academic Coach uses their expertise in supporting students with disabilities in working toward their educational goals while using the supports of their College or University and Mansfield Hall staff. The primary function of this position is to provide direct tutoring and coaching to students in an academic capacity. This position collaborates very closely with the Academic Director to ensure appropriate and timely delivery of academic support. The Academic Coach also collaborates with the Student Life Coaches and Director level staff to ensure the highest quality programming for the students. This position reports to the Assistant Director.

### **Qualifications:**

- Bachelor's Degree in a related field (Special Education, Secondary Education, Social Work, Human Service, etc.); Master's Degree is a plus.
- Minimum of 1 year of direct academic tutoring and/or coaching support.

### **Specific Academic Coaching Responsibilities:**

- Provide direct academic coaching and tutoring to students with diverse learning needs.
- Supervise daily Structured Study Time.
- Communicate and collaborate effectively with Academic Director.
- Monitor and track student academic schedules, including providing preprocessing, prompts, and redirects in order to support the students' daily and weekly tasks, classes, assignments, etc.
- Assist students in following their academic schedules as outlined on their Google Calendars.
- Be familiar with library and learning resources available to students on all campuses.
- Facilitate student engagement in academic support services on campus including, but not limited to, academic groups, tutoring sessions, writing labs, etc.
- Establish and maintain, in conjunction with the Academic Director, a daily academic and tutoring schedule for students that will ensure success in the academic environment.
- Utilize evidence-based and industry best practices identified by Mansfield Hall as being in alignment with our philosophy for supporting students with diverse learning needs in:
  - ADD/Executive Functioning learning challenges and interventions
  - Autism Spectrum Disorder learning challenges and interventions
  - Reading Comprehension/Text Analysis
  - Writing Skills
  - Math Skills
  - Study Skills
  - Assistive Technology
  - Test-Taking Strategies
- Meet with Students in a 1:1 capacity as needed to assess progress toward academic goals and to provide direct instruction and support.
- In conjunction with the Academic Director, utilize Mansfield Hall's system for tracking and predicting academic challenges with students, their courses, attendance, grades, upcoming projects, needs, etc.
- Create accurate reporting of student progress in the BestNotes System, including writing comprehensive and timely service notes.

**General Mansfield Hall Employee Responsibilities:**

- Support students in setting and achieving goals in our four core areas.
- Implement Student Led Plans, including SMART goals, as developed by students.
- Support students in building independence, self-determination, and self advocacy.
- Guide students through the college experience and encourage participation in the Mansfield Hall experience.
- Build positive relationships and model positive social interactions, and provide appropriate and supportive mentorship, coaching, and feedback to students.
- Protect student confidentiality and educate students in protecting their own right to privacy.
- Work collaboratively with colleagues, including the Director of Student Life, Academic Director, Community Outreach Director, Student Life Coordinators, and other Academic Coaches.
- Attend all meetings as scheduled, including Staff, Community, and House Meetings.
- Stay up to date on Mansfield Hall's philosophical theories and practices, as well as develop and implement best-practice strategies for working with students.
- Perform duties of student life coaches during low student census times.
- Perform other duties not specified, but essential to the functioning of the Mansfield Hall program.

**Compensation and Benefits:**

- This is a full-time exempt from overtime position with a salary paid in two week intervals.
- Subsidized health insurance policy (High Deductible Health Plan) with contribution to Health Savings Account at each pay period.
- Paid time off of 25 days per year (to include vacation, sick time, personal time and holidays), accrued bi-weekly, with a maximum accrual of unused time of 30 days.
- Paid Maternity/Paternity and Disability Leave
- Mansfield Hall will contribute 3% of annual wages matching contributions to the Mansfield Hall sponsored 401(k) program after 1 year of service. Mansfield Hall will match employee contributions at 50% rate for employees who contribute between 3-5% for a total maximum of 4% annually.

All Mansfield Hall employees are expected to demonstrate in interactions with students and staff the following skills: curiosity, self-reflective practice, creating a fun work and living environment, problem solving, building a positive and inclusive culture, conflict resolution, negotiation, direct and respectful communication regarding interpersonal issues, ability to act with high regard for the privacy, integrity, and confidentiality of all students.