



Kalamazoo Refugee Resource Collaborative  
Job Description for Recruitment and Selection

## **Assistant Student Performance Coach**

**Last Revised On:** April 2020

**Supervised by:**

- Student Performance Coach

**Supervisory Responsibility:** None

**Employment category and hours:** Part-time, approximately 5 hours per week across 6 weeks throughout mid-June to mid-August 2020 (30 hours in total)

**Stipend:** None

**Kalamazoo Refugee Resource Collaborative (KRRC) mission:**

KRRC creates partnerships to transform the experience of refugees, migrants, and immigrants from a life of uncertainty to a life of freedom, equity, and security.

**KRRC Summer School Program mission:**

Improve the English skills of refugee, migrant, and immigrant high school students in a culturally sensitive way to improve their chances of graduating with a high school diploma.

**Work Environment:**

Assistant Student Performance Coaches of the KRRC Summer School program will provide online assistance to the Student Performance Coaches for 1 hour at a time, 5 days per week across 6 weeks throughout mid-June to mid-August. Assistant Student Performance Coaches will be working with one Student Performance Coach. Online interactions should occur in a private, distraction-free environment. It is anticipated that 2 Assistant Student Performance Coaches will work with Kalamazoo Public Schools, Kalamazoo Covenant Academy, and Plainwell High School.

**Job Mission:**

Given assessment and curriculum materials, an Assistant Student Performance Coach of the KRRC Summer School Program will aid the Student Performance Coach with preparing documents (e.g. goal setting, progress tracking, etc.) as well as give their input about recommendations for the students. This will increase the students' chances of improving their English and earning credit in the course they are enrolled in.

**Required Education and Experience:**

- High School degree or equivalent



### **Preferred Education and Experience:**

- Currently enrolled in a degree-seeking program (college or university)
- Experience working with refugee and migrant youth
- Experience working in a team
- Ability to create graphs in Excel
- Experience being an Assistant Student Performance Coach or role with a similar mission
- Ability to speak, comprehend, read, and write a language in addition to English; preferably a language which may be spoken by our students, such as:
  - Spanish
  - French
  - Tigrinya
  - Farsi
  - Kinyarwanda

### **Other requirements:**

- Must have access to and skills related to the use of internet-enabled devices, such as a phone and computer or laptop
- Must have access to a computer with a webcam and internet
- Must have the manual dexterity to engage in writing and typing actions
- Must be able to provide and receive detailed information through oral communication
- Must have visual acuity to read and comprehend written communication through electronic devices and paper means

### **Essential Job Functions:**

The essential job functions are listed as Job Results (below) that the Assistant Student Performance Coach is expected to produce. Activities, duties, and responsibilities that lead to the Job Results - which need to be performed ethically and in compliance with the policies and procedures of the KRRC and its partners - are also considered essential job functions. Note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the Assistant Student Performance Coach. Job results, activities, and responsibilities may be changed at the discretion of the KRRC.

Reasonable accommodations may be made to enable Assistant Student Performance Coaches who request accommodations to perform the essential job functions.

- Course progress reports
- Graphic Feedback
- Collaborative relationships (with co-workers, volunteers, and students)
- Feedback delivery (to Student Performance Coaches and ESL Instructors)
- Meeting attendance



**Signatures:**

*This job description has been approved by:*

*KRRC Summer School Program Administrator  
Jeremy Goldman, 04/09/20*