



**Kalamazoo Refugee Resource Collaborative
Job Description for Recruitment and Selection
Student Performance Coach**

Last Revised On: April 2020

Supervised by:

- Program Coordinator

Supervisory Responsibility: Assistant Student Performance Coaches

Employment category and hours: Part-time, approximately 10 hour per week across 6 weeks throughout mid-June to mid-August 2020 (60 hours in total)

Stipend: \$1945 (1 position with stipend available)

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:

The Student Performance Coach of the KRRC Summer School program will provide online assistance to students at High School locations/students' homes in Kalamazoo County. The Student Performance Coach will also collaborate with the ESL Instructors and Assistant Student Performance Coaches to ensure the academic success of the students. Online interactions should occur in a private, distraction-free environment. This will likely occur for 1-2 hours per day, 5 days per week across 6 weeks throughout mid-June to mid-August. The Student Performance Coach will be working with 1 to 6 students at one time, ranging in age from 15 to 20. It is anticipated that 1 Student Performance Coach will work with students enrolled in Kalamazoo Public Schools, Kalamazoo Covenant Academy, and Plainwell High School.

Job Mission:

Given assessment and curriculum materials, a Student Performance Coach of the KRRC Summer School Program will provide feedback (e.g. goal setting, progress tracking, etc.) to assigned students and Assistant Student Performance Coaches. 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
- Currently enrolled in a degree-seeking program (college or university)



Preferred Education and Experience:

- Have a bachelor's degree or higher
- Experience working with refugee and migrant youth
- Experience working in a team
- Experience managing team members in a similar work environment
- Experience being a 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 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 Student Performance Coach. Job results, activities, and responsibilities may be changed at the discretion of the KRRC. Reasonable accommodations may be made to enable 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 students and ESL Assistant Instructors)
- Meeting attendance



Signatures:

This job description has been approved by:

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