



2521 ST. PAUL STREET, BALTIMORE, MARYLAND 21218
(410) 235-2210

Position Description

Position: Academic Intervention Specialist

Hours: Academic year (late September- early June), part-time, hourly employment (12.5 hours per week with opportunities for extra hours). This position will have opportunities to work some evenings and occasional weekend hours as the staff member is available and interested.

Regular schedule:

- 4 afternoons per week, 3-5 p.m.
- 2 hours planning time, set by the Specialist
- 1 hour communication with students' families and/or teaching staff as relevant
- 1 hour weekly All Staff Check-In
- 30 minute weekly 1:1 Supervisor Check-In

Description: The VLP is looking for a committed individual who wants to increase their experience in building relationships with urban youth and their families in out-of-school-time programming. LINK (Let's Invest in Neighborhood Kids) After School is a free program that seeks to provide academic support and character education in a fun and safe environment.

The Academic Intervention Specialist is responsible for boosting student academic progress in our LINK After School programs through small group intervention and family communication.

Responsibilities: Under the direction of the Youth Programs Coordinator, performs the following functions:

Programming

- Uses restorative practices to build strong relationships to and between students and community members
- Implements academic intervention strategies in small groups for LINK participants
- Regularly assesses students receiving intervention services
- Communicates with families regularly about the progress and suggested support activities for students receiving academic intervention services
- Provides opportunities for family involvement by partnering with them in understanding their child's academic assessment
- Acts as an instructional planning resource for Academic Teachers
- Commits to evidence-based, data-driven, and goal-oriented programming

Post-offer background check & fingerprinting required.

- Uses innovation and creativity in youth development work to result in academic progress
- Takes a case management approach in assessing and meeting students' academic and social needs
- Involvement with partner school teaching community and students' school day activities
- Actively utilizes the VLP library, its staff, and its services
- Models positive relationships between youth and co-workers
- Performs other related duties as assigned

Reporting

- Maintains and reports accurate student data as required by the program
- Participates actively in student and family surveys and assessments
- Assists in evaluating program for its effectiveness by providing regular input to aid in its success

Community Outreach

- Acts as a liaison between VLP, local schools, parents, and young patrons to support youths' academic achievements
- Provides a high level of customer service to parents, partners, library patrons, and the general public

Staff Collaboration

- Works as part of a team to achieve the VLP's Mission and to integrate the VLP's Core Principles in all efforts
- Required attendance and staffing of major VLP "all staff" events and "LINK Program Staff" events
- Attends VLP staff meetings and meets with supervisor regularly
- Addresses email requests and phone messages in a timely manner
- Opens and closes library and 2510 building using proper security procedures

Performs other related duties as assigned

Minimum Qualifications:

- Experience in the field of youth literacy development
- B.A. in Education or related field
- Flexibility, initiative, creativity, and excellent organizational and planning skills
- Commitment to providing service to a diverse, urban population
- Excellent interpersonal communication skills for working with both children and adults

Please send resume and cover letter detailing your interest in the position to link.hiring@villagelearningplace.org. Please specify position in email subject line. No phone calls, please.

Compensation: \$20/hour

Post-offer background check & fingerprinting required.