

2021-2022 Ski & Snowboard Club Vail Academic Coach Job Description

3/14/21

Summary: Academic coaches are employees of Ski & Snowboard Club Vail (SSCV) and support students at Vail Ski and Snowboard Academy (VSSA). Academic coaches are employed from approximately mid-August to early-June to mirror the VSSA calendar. VSSA Academic Coaches report to the SSCV Director of Advancement or their designee and actively collaborate with VSSA public school teachers, principal and assistant principal, along with SSCV Director of Advancement, program directors and coaches.

Primary Responsibilities:

- Determines which way to best proactively engage, help, mentor, and guide students to success personally and academically, including, without limitation, subject matter support and organizational/executive functioning skills support.
- Works with classroom teachers to support a blended model of education, pairing classroom learning with individual instruction, or other models as assigned by the classroom teacher in the classrooms to which an academic coach is assigned.
- May be asked to manage three times a week per grade study halls and Think Tank study halls to create a conducive study setting for all. Uses students' study hall times to proactively engage and work 1:1 with students, work with groups of students, and foster positive collaboration among students, including, without limitation, supporting traveling athletes before, during and after travel and working with students to develop executive functioning skills including development of action plans and usage of a planner.
- In addition to the above study halls:
 - runs a resource center where students may come during study halls for additional subject matter help
 - runs an academic concerns morning study hall alongside VSSA teachers to create a conducive study setting for all once per week during the winter trimester (early November through early May)
 - provides academic support for students during an academic concerns study hall during lunch/recess once or twice per week during the first and third trimester.
 - During each of the above sessions:
 - proactively engages and tutors those on the academic concerns list as well as other students who elect to attend 1:1 as well as in groups
 - takes a personal interest in helping those students to review Schoology and PowerSchool
 - reach out to teachers and set up an action plan to catch up and/or get ahead before travel and improve their grades

o takes academic concerns study hall attendance and during the winter trimester follows up with parents of students who are required to be there and are not in attendance.

- May be responsible for attendance and grading in study halls and classroom settings as assigned.
- Preps accordingly to fully support students in classroom and study hall settings, including review of materials on Schoology and provided by classroom teachers in advance of classes and study halls.
- Monitors academic concerns list (those below a 70%) and excused absence list both on an ongoing basis as well as monitoring traveling athletes, and designs ways to best support these students.
- May be asked to support a seminar section of 10 to 14 students for the academic year.
- Fosters strong mentor relationships with students and discovers personalized ways to significantly help students. Monitors and follows up on these students' grades, and helps them to develop personal and educational goals.
- In lieu of supporting a seminar, an academic coach may be assigned responsibility by the SSCV Director of Advancement to support high intensity traveling athletes (HITS) and other large group and/or long-term group travel athletes during the advisory periods and other available times.
- Attend staff development meetings Mondays at 8 am (or such other meeting date and time as set by VSSA) as requested by VSSA to coordinate best practice approaches to instruction. Coordinates closely with district, SSCV, and department goals.
- Attends All-School Meeting on Monday mornings.
- Does lunch, recess and dismissal duties as assigned once or twice per week.
- Monitors Think Tank upper school lunch as assigned once or twice per week
- Attends SSCV academic staff meetings during lunch and after school once a week as well as parent/teacher nights with VSSA.
- Attends VSSA staff Orientation days in August along with teacher only days on the VSSA Calendar throughout the academic year.
- Attends VSSA wilderness trip in August (may be an overnight depending on which trip the academic coach is assigned to).
- Attends SSCV's part-time orientation one weekend in November (date to be provided by SSCV once available). PLEASE PLAN ACCORDINGLY.
- Supports flipped academic schedule for VSSA students by working mornings and afternoons in the November/December early season training timeframe for up to three weeks (dates to be provided by SSCV once available which may be last minute based on weather and on-snow conditions).
- Duties may include supporting VSSA students from 11 am – 5 pm for up to three days in total during the VSSA October, February and April vacation weeks as designated by the SSCV Director of Advancement.

- Is open and flexible to 'duties as assigned' in a small school community including attending special events, field trips, wilderness trips, speaking with potential new students, and other projects that support a dynamic student experience.
- Uses best practices on all levels of education to enhance students, academics, and the community at VSSA.

General Responsibilities and Expectations:

- Math strengths through algebra or geometry at a minimum.
- Works in an organized and efficient manner. Is able to work independently while keeping others informed and is able to give and take direction.
- Is a team player and collaborator with SSCV Director of Advancement as well as SSCV and VSSA staff.
- Is prompt and professional in all communication, including prompt google meeting invite responses and prompt and professional email responses both internally and with VSSA staff along with parents, students and other SSCV including athletic staff.
- Follows the SSCV meeting protocol policy of staying off of laptops, cell phones and other electronic devices during all SSCV meetings.
- Invests the time to build a professional rapport with students in order to best execute the above outlined responsibilities.
- Stays off electronic devices and cell phones except for academic usage during work hours.
- Is a flexible team player able to adapt quickly to meet the needs of the students in collaboration with the rest of the SSCV academic staff and VSSA staff.
- Is a positive member of the team, is personable and possesses strong communication, writing, computer and technology skills. Learns all relevant programs utilized by teachers and students including Schoology, PowerSchool and google docs.
- An academic coach must have their own laptop (PC or Mac) for use in performing the above job duties and responsibilities.
- Has earned a minimum of a Bachelor's Degree.
- Eagle County Schools and in turn Vail Ski & Snowboard Academy have not yet announced the structure/venue/schedule for learning for the 2021-2022 academic year based on COVID19 and related local, state and national requirements that play into their decisions. The initial structure that is announced may be subject to change on an ongoing basis due to changing conditions and requirements, all of which are unfortunately unpredictable. Due to the above, although Academic Coaches will not be asked to work more hours than outlined in the initial job structure or work in the evenings or on weekends, it is expected that you maintain the flexibility during the school day as to when those hours are delivered and the venue from which they are delivered (remote/virtual versus in school).

Ski & Snowboard Club Vail is a 501(c)(3) non-profit organization. Founded in 1962 to provide training and competition programs for aspiring young ski racers, SSCV is the Vail Valley's oldest non-profit. Today, the organization remains true to its roots by instilling values of character, courage, and commitment in more than 650 athletes who participate in our snowsports and cycling programs each year.

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