



## **Academic Supervisor Contra Costa Interfaith Housing**

Contra Costa Interfaith Housing (CCIH) is seeking an Academic Supervisor to provide expertise and support to the Youth Enrichment Coordinators (YEC) at four program sites in Central and East Contra Costa County. Programs include afterschool Homework Clubs, youth advocacy and clinical support, and various youth activities that provide meaningful enrichment to low-income children of all ages. Applicants of diverse backgrounds who have experience working with low-income families who have multiple challenges and competency working with culturally diverse populations are encouraged to apply.

CCIH is a vibrant and socially responsive non-profit agency that provides permanent housing and vital support services to approximately 1,000 people in Contra Costa County who are homeless or are at-risk for homelessness. Over 35 faith-based communities support our work, although there are no religious requirements or affiliations required to receive services.

This will be a 20 hour per week, hourly position; some evening and weekend hours may be required.

### **Essential Job Functions:**

1. Manage and oversee the Youth Enrichment Coordinators (YEC) and afterschool programming provided by three YECs at four sites. Support the YECs as they perform their tasks including monitoring and ordering educational supplies, monitoring and ordering snack supplies, managing the ongoing afterschool activities, assessing children to determine their academic and mental health needs, advocating for youth in the education and mental health systems and finding and/or developing curriculum and resources to meet the youth and family needs.
2. Support YECs to assess and refer youth to in-house EPSDT program providing mental health services for emotionally disturbed youth as needed.
3. Work with YECs to develop in-house assessment tools for basic academic skills including math and reading as well as any other useful outcome measures.
4. Assist the YECs as they plan and implement summer activities for youth and teens during the summer months when afterschool programming is suspended. Collaborate with the Volunteer/Outreach Manager, Family Services Manager and the Director of Support Services as needed.
5. Visit programs weekly, providing guidance, modeling and feedback to the YECs regarding their work performance, particularly around behavior management and common core/academic support.

6. Supervise, train and assist YECs to work with parents and school personnel as needed.
7. Review the individual academic improvement plans created by the YECs.
8. Track, analyze, and summarize outcome trends as needed for funding reports or strategic planning.
9. In collaboration with the parents, YECs, Family Services Manager and Director of Support Services, work with educators and administrators at local schools in order to support youth to be as successful as possible in school.
10. Work with the Volunteer/Outreach Manager to staff activities provided by various individuals and resources in the community. Some of these tasks may involve weekend and evening hours.
11. Provide staff coverage in the youth enrichment activities when YECs or YA are absent or on leave, or when extra coverage is needed.

**Position Qualifications:**

- Masters' Degree in Education is preferred
- A minimum of two (2) years' experience as an educator
- Experience working with high risk youth with special needs
- Experience initiating and working with Individual Education Plans (IEPs)
- Excellent communication, coordination and management skills are required
- Willingness to work flexible hours
- Must pass LiveScan screening and TB test
- Salary contingent upon skill and experience. This part-time position offers paid time off.

**Physical Requirements:**

- Ability to walk up and down stairs and up to ½ mile at any one time.
- Ability to sit for up to 2 hours without a break.
- Ability to perform repetitive movements, such as typing and filing, and use of commonly used office machines and supplies.
- Ability to lift and move a minimum of 25 pounds including carrying a laptop computer.
- Ability to speak on the telephone for up to 3 hours.
- Ability to drive an automobile and transport oneself between meetings, including driving at night.

Must have an operational vehicle, auto insurance, and valid driver's license.

Contra Costa Interfaith Housing does not discriminate on the basis of race, color, ancestry, religious creed, national origin, ethnicity, gender, age, marital status, disability, medical condition, or sexual orientation. Minorities/Consumers/Ex-Consumers are encouraged to apply.

CCIH believes in and complies with the Americans with Disabilities Act.

Please do not call. To apply, [click here!](#)