

**POSITION DESCRIPTION  
ACADEMIC COORDINATOR**

**Organization Profile:**

Founded in 1983, The Wooden Floor is one of the foremost creative youth development nonprofit organizations in the country. We transform the lives of young people in low-income communities through the power of dance and access to higher education. In Orange County and through national licensed partners, we use a long-term approach grounded in exploratory dance education to foster the confidence and gifts within each child to innovate, communicate, and collaborate – skills necessary for success in school and in life. 100 percent of students who graduate from The Wooden Floor immediately enroll in higher education. Our students become change agents and beacons of hope within their own families, their neighborhoods, our community, and our world.

**Position Summary:**

The Academic Coordinator (AC) is responsible for the overall administration and management of the tutoring program, which includes, implementing our academic curriculum which enhances the student's school curriculum and enables them to improve their academic grade level proficiency. She/he supervises the paid and volunteer tutoring staff for both our education centers located at the Main St campus and Depot at Santiago. Areas of responsibility include planning programs and workshops and implementing them within the allocated budget, establishing program goals, motivating staff and students, and meeting specific benchmarks. In addition, AC fosters nurturing relationships with students, sets consequences, acts as a role model, and provides support and guidance to students. The AC must be an effective communicator, a good listener, and maintain a friendly, outgoing demeanor to all stakeholders. The AC position requires independent thought and discretion, as well as the ability to assess situations, their importance and impact to families, students, and programs.

**Reports To:** Student Development Manager

**Classification:** Non-Exempt

**Status:** Full-time (Monday – Friday, 11:30am to 8:30pm and Saturdays as required)

**Essential Job Functions:****General Program Management:**

- Assist the Student Support Services Department in planning and execution of daily operation needs, registration, auditions, and special events in support of TWF's Theory of Change including the Dance Education Program, Academic Services, College Preparatory Services and Family Services.
- Be flexible and willing to perform other duties as appropriate to meet goals and objectives.
- Keep accurate records and prepare written reports as required by other departments
- Attend weekly scheduled program staff meetings.

**Student Supervision/Mentoring Program Management:**

- Ensure supervision of students at all times.
- Encourage student participation and attendance of dance classes.
- Communicate with Director of Student Development, Student Development Manager and Family Services team regarding student needs and any student issues.
- Uphold the dance-wear policy and ensure proper attire of students taking class.
- Establish nurturing relationships with students and act as a role model.
- Communicate policies and provide guidance to students.
- Ensure excellent behavior of students.
- Discipline students and set consequences with students as needed.

- Interact with parents communicating relevant program details and policies.

**Tutoring Program Management:**

- Develop academic and tutoring goals and administer operational policies at our 2 locations
- Oversee tutoring program, attendance, one-on-one tutoring, tutors, students and all other activities to ensure that program objectives are met
- Calculate all of our current students GPAs
- Develop and implement tutoring contract
- Create tutoring schedule for fall and spring semesters for both locations. Track student's GPA before and after one-on-one tutoring sessions and monitor academic progress for each semester
- Manage a tracking system for all students' academic progress and organizing and summarizing academic results in a reporting format that reflect any educational growth
- Prepare monthly student evaluation mailings to inform parents of their child's progress
- Create tutoring curriculum that is aligned with the student's school curriculum
- Provide on-on-one parent meetings to teach parents about the importance of academics and higher education
- Provide and create academic reports and presentations that reflect all educational progress
- Supervise students and tutors during tutoring hours to maintain a suitable atmosphere

**Personnel/Supervision:**

- Monitor allocated budget
- Review, approve and submit payroll for tutors
- Plan and oversee all tutors and volunteer trainings
- Provide for adequate supervision and evaluation of all tutors and volunteers

**Required Education, Skills and Licensures:**

- Minimum four year bachelors degree in social sciences, education, recreation, humanities or related fields
- Minimum of two years experience working with children in social service, recreation, or arts organization
- Fluency in Spanish (oral and written)
- Exceptional interpersonal and communication skills
- Proficient in MS Word, Excel, Outlook and database software (ex: Raiser's Edge)
- Ability to pass criminal background check.
- Possess a valid California Driver's License and maintain a clean driving record

**Position Interactions:** Internally the AC interacts with the students, parents, volunteers and all institutional directors and staff. Externally, the AC serves as a liaison to other outside organizations or individual including tutor recruitment through the local colleges and universities, on an as needed basis.

**Compensation:** Commensurate hourly rate upon demonstrated experience and qualifications.

**To Apply:** Send a copy of your cover letter and resume to: [HR@TheWoodenFloor.org](mailto:HR@TheWoodenFloor.org), Subject: Student Support Services Leader

**American With Disabilities Act Assessment:** Below are general guidelines on the position's physical, mental, and environmental working conditions

Bend: Frequently  
Squat: Frequently  
Crawl: Occasionally

Climb: Occasionally  
Kneel: Not applicable  
Handle Objects: Occasionally  
Push/Pull: Frequently  
Reach Above Shoulder Level: Frequently  
Sit: Frequently  
Stand: Frequently  
Walk: Frequently  
Use Fine Finger Movements: Frequently  
Carry/Lift Loads up to 25 Pounds: Frequently  
Carry/Lift loads between 25-50 lbs: Frequently  
Carry/Lift Loads over 50 Pounds: Frequently  
Read/Comprehend: Frequently  
Write: Frequently  
Perform Calculations: Frequently  
Communicate Orally: Frequently  
Reason and Analyze: Frequently  
Chemical/Biological Agent: Not applicable  
Construction Activities: Frequently  
Contact with Water/Liquids: Occasionally  
Drive Motorized Equipment: Occasionally  
Confined Spaces: Occasionally  
Elevated Work Location: Not applicable  
Radioactive Materials: Not applicable  
Temperature Variations: Occasionally  
Gas System: Not applicable