

Student Success Coach

Job description and responsibilities

Under general supervision, helps students develop skills, behaviors and habits that contribute to success in college. These includes academic and career goal setting, learning strategies, time management and organization, self-regulation and self-efficacy. Assists students in developing self-efficacy by identifying and overcoming obstacles that may be impeding academic success; works with students to learn strong time management and organization skills; motivates students to practice self-regulation and take ownership of their academic success. This position requires the ability to effectively communicate with a wide range of individuals and constituencies in a **diverse community** and with families with diverse backgrounds and limited English proficiency.

Education and Experience

1. A Bachelor's degree in Education, ESL Instruction, leadership or related field is desirable.
2. Have at least one year experience teaching or mentoring youth and/or adult learners from different cultural backgrounds.
3. Knowledge of coaching, instructional and mentoring techniques.
4. Knowledge of processes and resources for organizing and leading group and collaborative activities.
5. Knowledge of traditional and online course practices and procedures.
4. Basic knowledge of cultural differences and competency in working with different cultural backgrounds and families.
4. Be bilingual, read, write and speak Spanish is required.

Essential Functions

All employees of CMLF are required to always conduct themselves in a professional manner and comply with the standards set forth in the Employee Handbook. All employees are required to support the mission and values of CMLF in all activities and act as ambassadors,

Some of the responsibilities include but are not limited to:

- Have conversations with potential program participants about the benefits of participating in the program Exito Educativo from a **culturally affirming** perspective.

