



## **Academic Support Specialist Pure Heart Foundation**

### **Job Title: Academic Support Specialist**

**Department:** Operations

**Supervisor:** Director of Operations

Pure Heart Foundation's embraces children with incarcerated parents and empower them to break the cycle of generational involvement in the criminal justice system. Pure Heart recognizes that children with incarcerated parents have been the silent victims of mass incarceration for far too long and it is the overall goal of the organization to address the silent struggles that children face. Pure Heart is a dedicated 501(c)(3) non-profit organization located in Detroit, Michigan and serves youth and families across the state.

### **General Job Description**

Assist scholars (students) to actualize their academic abilities, skills, and knowledge through tutoring, coaching, and facilitation of workshops. The Academic Support Specialist will be responsible for collecting data relevant for reporting use of Pure Heart Academic Enrichment Center.

### **Major Job Duties and Responsibilities**

Responsible for facilitating individual and group tutoring. In addition, the Academic Support Specialist will assist with the development of workshops and activities that focus on the academic and educational needs of Pure Heart scholars/students.

Review in-school classroom assignments, homework, projects, and/or examinations assigned to scholars/students by their K12 teacher.

Assist scholars/students with homework assignments and educational projects. Where applicable, the Academic Support Specialist will assist scholars/students to explore, initiate, and complete academic projects. Additionally, the Academic Support Specialist will assist with exam preparation, reports, research, and academic tasks.

Work with scholars/students to assist with understanding key concepts, specifically learned skills necessary to matriculate to the next grade.

Work in collaboration with the Educator Academic Specialist and Case Manager(s) to ensure academic confidence and achievement of the scholar/student.



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### **Additional Duties and Responsibilities**

Teach the discipline and skills to improve academic performance, including study and exam strategies, notetaking, and time management.

Demonstrate and communicate best academic practices for specific subjects and assignments, including research and writing techniques.

Research, design, and administer practice test and examinations to prepare and track scholar progress, identify areas of improvement, and help set goals for exam preparation.

Provide scholars/students with positive and constructive feedback as a mentor.

Offer feedback on progress to scholars and educational partners, caregivers, and others when appropriate.

### **Qualifications for the Job**

#### **Education:**

Associate Degree or higher in relevant discipline preferred.

Thorough knowledge of an academic subject and test preparation.

Strong verbal and written communication skills to clearly explain challenging concepts, provide instruction, and deliver feedback.

Overall cumulative GPA of 3.0 (B) or higher with a minimum grade of "B+" or higher in subject area being supported.

Creativity and flexibility to translate learning concepts to scholars/students.

Patience and compassion for scholars/students as they develop skills and improve their academic performance.

Experience:

Previously demonstrated excellence in academic subject area(s).



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### Key Competencies

- Superior reading comprehension.
- Excellent communication and interpersonal skills.
- Ability to utilize current computer technology.
- Ability to concentrate for long periods of time.
- Strong academic skills and achievement in academic area(s).

### Physical Requirements

Prolonged standing, sitting, and bending.

Signature Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Last Reviewed: \_\_\_\_\_

Last Reviewed By: \_\_\_\_\_