



**MARGUERITE NEEL WILLIAMS  
BOYS & GIRLS CLUBS**

**POSITION DESCRIPTION**

---

<b>TITLE:</b>	Academic Outcomes Director (AOD)
<b>CLUB SITES:</b>	Youth Center and Teen Center
<b>STATUS:</b>	Part-time Position (Non Exempt)
<b>HOURS:</b>	Approximately 8-10 Hours Per Week (during the school year)
<b>DEPARTMENT:</b>	Programs
<b>REPORTS TO:</b>	Chief Executive Officer

**PRIMARY FUNCTION**

To reach its mission, MNWBGC is looking for an energetic, talented and passionate candidate to serve as the Academic Success Coordinator. The primary responsibility is to drive academic outcomes, ensuring all Club members are on track to get promoted to the next grade level as well as to graduate on time.

Under limited supervision, additional duties include: responsible for planning, developing, implementing and evaluating of a broad range of educational programs and initiatives for youth between the ages of 6 - 18. Provides leadership, direction and guidance to program staff and program volunteers at the Club level within the core area of Education and Career Development to include other initiatives that fall under Supplemental Educational Services. Direct and shape the curricula and teaching processes. Use information to select students from each Club Site that are in need of additional services and/or resources. Develop the most appropriate curricula to meet the needs of our Club members/students. Provide training in the use of educational materials, strategies and techniques to Club staff and volunteers and ensure that relevant strategies/techniques are implemented correctly and are effective.

**RESPONSIBILITIES**

**Key Roles (Essential Job Responsibilities)**

Position responsibilities include but not limited to:

**Program Implementation:**

- Lead implementation of the education program focusing on driving literacy (phonetic/fluency, vocabulary, and comprehension) and STEAM
- Set up instructional stations on specific academic program activities
- Guide Club staff, volunteers, etc. to provide instruction and management stations in the classroom and/or various program areas.
- Ensure that all education programming is conducted within quality standards aligned with best practices in youth development
- Assist in the development of academic instructional strategies and techniques to improve academic outcomes
- Support Club staff and volunteers to drive Club and organization objectives and goals
- Ensure ongoing recognition takes place for surpassing goals and expectations
- Ensure ongoing two-way communications with parents, local school officials, etc.

- Ensure the implementation and adherence to all mandated programs that fall under the Education/Academic umbrella.

**Evaluation & Data:**

- Ensure that all youth participants/Club members are rostered in the program and attendance is taken daily
- Ensure that all youth participants/Club members are adequately assessed at the designated points of assessment
- Track all youth participants/Club members to ensure appropriate academic progress or to make recommendations for instructional adjustment if desired progress did not occur.
- Implement a quarterly assessment and reporting program, typically around the end of each 9-weeks grading period and at the end of the school year.

**ADDITIONAL RESPONSIBILITIES**

As assigned by immediate supervisor and/or the CEO.

**QUALIFICATIONS**

**Skills and Knowledge Required:**

- Current Teacher Certificate issued by the State of Georgia
- Bachelor degree from an accredited college or university.
- Candidate should have a minimum of 2 years teaching experience.
- Experience teaching diverse youth population preferred.
- Excellent leadership skills.
- Excellent written and verbal communication skills.
- Ability to serve as a role model and leader to members and staff.
- Strong commitment to youth and families and a strong belief in their potential.
- Experience in designing, implementing, and evaluating creative learning programs.
- Candidate must be computer literate in Microsoft Office and have excellent skills in applicable software.
- Must be able to drive company owned vehicles (15 passenger van).

**Physical Requirements/Work Environment:**

Must be able to climb stairs, lift at least 50 lbs., be able to stand and/or sit for long periods of time and be able to walk moderate distances. Occasional repetitive tasks required. This is a moderately stressful position that requires the candidate to be in excellent health.

**The Marguerite Neel Williams Boys & Girls Clubs is an Equal Opportunity Employer**

I agree to the above duties and responsibilities, and if there are any other duties asked of me to empower the mission of

The MNWBGC organization, I, \_\_\_\_\_ am willing to support and apply my full effort to its accomplishment.

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

AREA DIRECTOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_