



## JOB DESCRIPTION

**TITLE:** Achieve Learning Coach  
**DEPARTMENT:** Academic Affairs  
**REPORTS TO:** Director of the Achieve Program  
**SUPERVISES:** None  
**STATUS:** Part-time Non-Exempt  
**CLASSIFICATION:** Non-Contract Staff  
**F.T.E:** 10 month position – 25 hours per week  
**SALARY RANGE:** \$22 - \$25 HOURLY

**Mission Statement:** *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

**Villa Maria College Core Values:** *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

### **POSITION SUMMARY:**

The Achieve Program is a specialized program for students with learning differences attending Villa Maria College. The role of the Achieve Learning Coach is to provide targeted support related to executive functioning, academic skills, and other identified areas of need. This includes but is not limited to creating and teaching multimodal and engaging lessons, individualized goal setting, and one on one student check in meetings. The Achieve Learning Coach is expected to be knowledgeable in challenges faced by students with learning differences in a post-secondary setting, academic skills necessary for success at the college level, and be familiar with assistive technology. This is a part-time 10-month position from August 1-May 31 at 25 hours per week.

### **ESSENTIAL RESPONSIBILITIES:**

- Develop and facilitate multimodal lessons for sessions with Achieve students focusing on executive functioning, academic skills, and other related areas of need;
- Develop educational resources for students;
- Meet and strategize with students regarding quarter term and midterm feedback;
- Create and track individualized goals with Achieve students each semester;
- Maintain communications with the Achieve team and other faculty or staff as needed;

- Encourage students and help them develop advocacy and self-confidence;
- Create, track, and record various means of assessments for identified skills;
- Evaluate students' progress in order to see where improvements can be made;
- Take on additional responsibilities as assigned by Director of the Achieve program;
- Support the philosophy and objectives of the College; and
- Other duties as assigned to meet the mission of the College and needs of the Achieve Program.

**ESSENTIAL QUALIFICATIONS:**

- Bachelor's Degree in Special Education, Education, Rehabilitation Counseling, or other related field (minimum qualification);
- Excellent communication and relationship building skills;
- Strong ability to be creative, flexible, adaptable and problem solve while maintaining professionalism;
- Previous experience working with individuals with disabilities (preferred qualification)
- Experience with lesson planning (preferred qualification);and
- Knowledge of adaptive equipment, assistive technology, and laws related to accommodations for students with learning differences (preferred qualification).

**ESSENTIAL FUNCTIONS:**

- Professional office environment requires employee to be flexible throughout the day to include hours standing, sitting, and walking (including up and down stairs), lifting and moving up to 25-pound boxes. Typical duties include sitting at a desk, manual dexterity using hands and fingers to use computers and various office equipment. Professional communication is required for frequent contact with others (in person or over phone/email), dealing with interruptions, and various noise levels.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.*

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Employee Signature

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*