JOB ANNOUNCEMENT:
Instructional Aide/Academic Coach – Full Time

Alternatives in Action is a non-profit organization that works with youth who have leadership potential and prepares them for college, career AND community. AIA provides a holistic approach to education and youth development that includes college and career readiness activities, parent involvement programs as well as community impact projects, enrichment groups, and educational supports. Our staff and student population is diverse and committed to quality collaborative work and community-building.

In 2001, Alternatives in Action opened the first youth-designed charter high school in the country, Alternatives in Action High School (AIAHS), formerly the Bay Area School of Enterprise. Our high school focuses on supporting youth who have been unsuccessful in traditional learning environments and are looking for a small, relationship-based alternative. Serving 180 youth, AIAHS supports youth to be college, career and community ready through project-based learning and youth-adult partnerships. We believe that all youth are wise, resourceful, and capable of making positive changes in their own lives and in the community. Our teaching staff are called “coaches” to reinforce the roles adults play in facilitating youth’s learning and development. We ask that teachers hold a frame of restorative justice in our classrooms and beyond.

The ideal candidate would:
- Be committed to the academic development and success of students in a rigorous school setting
- Be a motivated and responsible team player who is dedicated to upholding a strong organizational culture
- Have an ability to work with urban youth and collaborate with other adult allies, as well as assist in the conduct of learning activities with students experiencing special learning needs
- Be bilingual (Spanish/English)

ROLES and RESPONSIBILITIES:
- Offer on-site support to a small cohort of youth within a classroom; maintaining a safe, clean, learning environment and assuring the well-being and safety of the students in his/her care
- Maintain a cooperative attitude working together with the coaching staff, volunteers, parents, and program specialists in planning and implementing activities.
- Demonstrate an understanding, patient and receptive attitude toward students of varied age groups, particularly those exhibiting needs of a specialized nature.
- Appropriately manage student behavior and guide students toward more acceptable social behaviors.
- Assist in determining the student’s strengths and areas in which each student may need help; Exhibit a genuine nurturing, caring attitude to all students.
- Plan with and assist in preparing materials and supplies in advance for activities
- Assist in maintaining a confidential assessment binder, consisting of developmental assessments, individual goals, and observations of progress toward meeting goals.
- Share in the development and implementation of written lesson plans.

QUALIFICATIONS/ REQUIREMENTS:
- High school graduate with some college coursework completed
- Bachelor Degree preferred
• Must be able to communicate effectively, both verbally and written.
• Establish and maintain effective working relationships with students, parents, staff, and program specialists.
• 1-2 years experience working with high risk students in an educational setting

Classification: Full-time non-exempt position

Hours: 30 - 40 hours per/week

Compensation: $15.00 - $22.00 hourly depending on experience and educational level

For more information about Alternatives in Action, please visit our website www.alternativesinaction.org

To apply please send your resume and cover letter with the position title in the subject line by email to hr@alternativesinaction.org attention Human Resources.

Thank you for applying. Due to the volume of candidates, we will be unable to contact each candidate individually. If you are being considered for the position, you will be contacted. We are unable to accept phone calls or walk-ins. Alternatives in Action is an equal opportunity employer.

NON-DISCRIMINATION POLICY: ALTERNATIVES IN ACTION DOES NOT DISCRIMINATE IN ANY PROGRAM, ACTIVITY OR IN EMPLOYMENT ON THE BASIS OF AGE, CREED, SEX, RACE, ETHNIC BACKGROUND, MARITAL OR VETERAN STATUS, NATIONAL ORIGIN, DISABILITY, SEXUAL ORIENTATION OR RELIGION.

Working Hours:
Monday-Friday  8:00am-4:30pm