



ACADEMIC SUPPORT ASSISTANT

Job Title: Academic Support Assistant (30 hours / week)

Office/Department: Office of Academics & Students Affairs/Academic & College Counseling Department

Reports to: *Academic Support Specialist*

To Apply: Click [here](#)

Job Summary

The Academic Support Assistant has the responsibility of supporting students in study hall by: keeping them on task through clear expectations,, checking-in with students who are struggling academically, and supporting their study skills . S/he works closely with the Academic Support Specialist, the Dean of Students, faculty, and the Principal.

Essential Duties and Responsibilities

The Academic Support Assistant will:

- Check-in weekly with students who are earning below a 70%.
- Provide study skill support such as organization and time management for students in study hall.
- Regularly communicate with Academic Support regarding students.
- Provide clear expectations for Study Hall Students to ensure an working environment.
- Hold students accountable who are off task during study hall.
- Uphold and implement the school's mission and culture as outlined in Pacifica's Core Beliefs & Approach to Teaching & Learning, Staff Handbook, Student Handbook, etc.
- Show up on time, be prepared, add value to the offices and departments in which they serve, and be a positive team player.
- Assume responsibility for other projects as assigned by the Dean of Students

Other Duties & Shared Responsibilities

- Embodies and promotes Pacifica's Core Beliefs and Approach to Teaching & Learning.

- Wholeheartedly enjoys working with teenagers, championing their education, and encouraging their faith and Christian commitments.
- Cultivates a vibrant culture of learning in and outside of the classroom and contributes to a healthy professional working community
- Serves as an Advisor to a cohort of students.
- Attends and participates in weekly Chapel and All-School Meeting as well as other school-day events/assemblies.
- Celebrates students' by attending their co-curricular activities on occasion.
- Arrives on-time, is well-prepared, acts professionally, and seeks to add value in every facet of the job while working collaboratively with colleagues and students to advance Pacifica's mission. Maintains communication with parents and responds to messages within 24 hours. Holds self directly accountable to their direct report and to the departments they serve, and ultimately the Head of School.
- Attends and readily participates in Pacifica's annual overnight All-School Retreat as well as Admissions Open House(s), Back-to-School Night, and Commencement activities.
- Contributes to the supervision of a reasonable number of after-school activities as needed.

Qualification Requirements

- Bachelor's degree required.
- Exceptional written and oral communication skills
- Strong networking skills to ensure access to resources in the broader community
- Detail-oriented and resourceful
- Tactful and discreet
- Technologically savvy
- High-energy and enthusiastic about working in an academic atmosphere

Purpose of the School

Pacifica is devoted to teaching young men and women to think critically and wisely, instilling heartfelt joy and interest in learning, while encouraging lives of faith, character, and service to God. In order to accomplish our mission, we offer a rigorous, semi-classical, liberal arts curriculum directed by an energetic and talented faculty, working in partnership with families, and focused on the holistic development of each individual student.

Our desire is to inspire students to think well and engage their hearts to live well. Pacifica's goal is for students to graduate with the wisdom and skills necessary for further study, and to be prepared to represent God effectively in all of life.

Characteristics of Staff

Pacifica staff must have a personal and dynamic relationship with Jesus Christ and incorporate a distinctly Christian worldview into their work. Staff must hold high personal and professional standards and enjoy working with high school students and their families. Each staff member at Pacifica maintains an enthusiastic commitment to the school's statement of faith in word and deed. Each staff member seeks to maintain an atmosphere of grace and joy at Pacifica.

Pacifica staff are responsible to conduct all activities with a commitment to realizing excellence in achievement, character, and reputation. They represent the Pacifica mission to every community member including students, parents, donors, and board members.