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PROGRAM BACKGROUND:

Barrio Logan College Institute promotes the pursuit of higher education for first generation college bound students through after school programs that start in third grade.

BLCI's Middle and High School Components are designed to provide the academic support and enrichment necessary for students to be on track for college. Students come to BLCI after school to participate in activities such as tutoring, community service events, college exploration, and educational/academic fieldtrips. The goal is for each student to be empowered to pursue his/her hopes and dreams and gain access to college.

POSITION:

Steps to Success Learning Guide

DESCRIPTION:

Learning Guides develop and implement lesson plans for their assigned grades' weekly Steps to Success workshops in accordance with BLCI's existing curriculum and framework. Outside of weekly workshops, Learning Guides check in regularly with assigned grades to ensure academic success. This position reports directly to the High School Coordinator and is responsible for performing the following functions:

ESSENTIAL DUTIES AND RESPONSIBILITIES:**Steps to Success Workshops:**

- Develop and implement lesson plans in accordance with BLCI's existing framework and curriculum structure for each assigned grade's weekly Steps to Success workshop.
- Work closely with the High School Coordinator to structure weekly workshops that reflect the mission, goals, and values of BLCI.
- Work with cohort volunteers (present during workshops) to plan specific activities throughout the fall and spring semesters that reflect the "4 ½ Cs of college" model.

Student Assessment/Guidance:

- Check in weekly with each student in both assigned grades to ensure regular academic success on the part of the student.
- In the event that a student falls behind in any given area, schedule extra tutoring or pair student with a subject specific BLCI tutor.
- Communicate with the High School Coordinator regularly about the social and academic progress of student cohorts, especially if additional communication with parents, school, or other outside parties is needed.
- Assist High School Coordinator with evaluation of the program, including giving and collecting surveys, and collecting quarter, trimester and semester grades.

OTHER RESPONSIBILITIES:

- Implement all student rules for respect at the site.
- Comply with all staff guidelines concerning attendance, behavior, etiquette, etc.
- Attend monthly program staff meetings and other trainings as required.
- Work closely with High School Coordinator to ensure that every tutor-teacher's work is aligned within BLCI's academic structure as well as reflects the mission, values and goals of the organization.
- Maintain a high degree of professionalism and confidentiality in all matters concerning student and family information.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree from a four-year institution (degrees in progress will be considered so long as student is in good academic standing and working towards completion of degree in a timely manner.)
- Previous experience working in an educational setting/classroom with middle or high school students.
- Previous experience working with low income/minority populations highly desired.
- Knowledge of the important steps in the college application process.
- 11th/12th grade position: Writing/proofreading skills highly desired for assisting seniors with college applications.
- Bilingual English/Spanish highly desired.

OTHER SKILLS NEEDED:

- Ability to communicate effectively with BLCI volunteers, tutors, teachers, and staff regarding student needs and progress.
- Ability to show cultural sensitivity and awareness when working with students and/or parents.
- Strong organizational and follow through skills.

ADDITIONAL INFORMATION:

- Must be willing to work the occasional weekend field trip.
- The ability to self-motivate and work independently are especially helpful, as each Learning Guide will possess a certain degree of autonomy in planning and implementing lessons and field trips.

SCHEDULE AND PAY RATE:

- Each of these positions are for 6 hours/week, **with an option for extra hours** if Learning Guides choose to tutor students outside of workshops.
- Required hours fall between 5-8:00pm, two days per week, Monday-Thursday:
- This position pays \$10.00/hour.

CONTACT:

- Interested applicants please send resume and cover letter to Carlos Pineda at carlos@blici.org
- For questions or further information, please call Carlos at 619-232-4686 ext. 108.