



Impact Coach Opening

Position Title: **Impact Coach**
Status: **Full Time, Monday-Friday**
Hours: **To Be Determined**
Reports to: **Supervisor**

Job Objective: The Impact Coaching (IC) team serves the scholars and staff of HAPA. The role is designed around meeting and supporting scholars towards the school's mission and vision. In order to do this, the IC team works to create and drive a positive and joyful school environment for students and staff. They work alongside classroom teachers to develop positive classroom cultures, support struggling students and build meaningful relationships. To meet these goals the team both works collectively and individually.

Essential Functions:

Daily job responsibilities/functions to include, but not limited to:

- Provides social, emotional, and academic support for our scholars
 - Works closely with guidance counselors, Educational Leaders, social workers and teachers to identify, support, and motivate target students.
 - Provide academic and social interventions by checking in with students on a regular basis and creating/supporting action plans.
 - Work closely with parents to update them with their child's grades and behavior
 - Accurately monitor, post, and analyze daily student attendance, homework, and discipline records; create new systems and structures with the educational leader to proactively address the school's areas of need.
 - Works effectively and closely with students and families to ensure the successful implementation of behavioral or academic action plans.
 - Create lesson plans for Engage groups to focus on social and emotional learning
- Leads school character education programs by planning monthly character traits according to the Mission and Vision of HAPA
- Models and drives a positive school climate amongst parents, staff, and students
 - Model professional handshakes amongst scholars and co-workers every day
 - Welcoming new students
 - Supervise school entry and dismissal, breakfast, lunch, dismissal, and transitions to ensure they are orderly, positive, and safe.
- Builds and maintains school pride, joy, and engagement
 - Student of the Month assemblies, supervise dances (if part of your division), spirit week activities, etc.
- Supports and reinforces positive and responsible student behaviors in the classroom using PeaceBuilder and Capturing Kids' Hearts tenets and ideologies.

- Helps students with personal and social development
 - Work ethic, motivation, manners, character education, etc.
- Manages attendance interventions and follow-throughs by accurately tracking student attendance, creating attendance plans, meeting with parents, and conducting home visits in order to comply with HAPA, MPS, and State policy.
- Coordinates attendance incentives for daily attendance as well as count days.
- Serves as a liaison between home and school for scholars, parents, and teachers.
 - Follow up phone calls, as needed
 - Assist with PTC and IEP meetings as needed.
- Supports school-wide discipline policies and classroom expectations.
 - Coordinate, facilitate, and implement a school-wide behavior management system with meaningful incentives and consequences
 - Serve as the point person for all discipline issues; in this role, the Impact Coach is the primary contact person for discipline issues both at school and on the bus.
 - Work with teachers and Ed Leader to come up with a behavioral/discipline plan for students who need it in accordance with the HAPA Discipline Policy.
- Enforces uniform policy.
 - Create an efficient system to encourage, track, and enforce student compliance with HAPA uniform policy. Including incentives, teacher accountability, and providing students with needed items when possible.
- Assigns and maintains records for student lockers.
- Orders, tracks, and distributes student agendas and the school purchased materials
- Creates, prints, and logs the creation of Student IDs.
- Assists with Educational Leader's special guests, assemblies, and visits.
- Assists with HAPA logistics and day to day operations.
- Others as assigned

Job Requirements: Must have the ability to perform the duties stated above.

Education: At least an Associates Degree or higher but not required

Experience: Job related experience is desired.

Required: Must pass Criminal Background Check and TB Test

Interested candidates should email Mrs. Mai Shoua Xiong for an application. **Please submit an application, resume, three signed letters of recommendation and college transcripts to Mrs. Mai Shoua Xiong.** An interview will follow for all eligible candidates. Position to start in the as soon as possible. If you have any questions, please call Mrs. Mai Shoua Xiong at 414-800-1797 or email her at xiong.maishoua@myhapa.org.