



**Position Title:** Learning Coach  
**Reports To:** Director of Academics  
**Location:** Remote/Online

### **Position Overview**

The Learning Coach plays a pivotal role in supporting students' academic and personal development. This position involves regular check-ins with students, providing individualized support, and overseeing their progress to ensure they achieve their educational goals. The Learning Coach will work closely with teachers, administrators, and parents to create a supportive and effective learning environment.

### **Key Responsibilities**

- **Student Support:**
  - Conduct regular one-on-one virtual meetings with students to discuss progress, set goals, and address any challenges.
  - Provide academic guidance and support, helping students develop effective study habits and time management skills.
  - Monitor student attendance, participation, and performance in online courses.
- **Progress Monitoring:**
  - Track and review student progress using the school's learning management system (LMS).
  - Identify and intervene with at-risk students, providing additional resources and support as needed.
  - Maintain detailed records of student interactions and progress.
- **Communication and Collaboration:**
  - Act as a liaison between students, teachers, parents, and school administrators.
  - Communicate regularly with parents and guardians to update them on their child's progress and any concerns.
  - Collaborate with teachers to develop and implement individualized learning plans.
- **Program Development:**
  - Contribute to the development and improvement of student support programs and resources.
  - Participate in professional development opportunities to stay current with best practices in online education and student support.

### **Qualifications**

- **Education:** Bachelor's degree in Education, Counseling, Psychology, or a related field.
- **Experience:** Minimum of 2 years of experience in a teaching, counseling, or academic support role, preferably in an online or blended learning environment. Experience working with high school students is highly desirable.
- **Skills:** Strong interpersonal and communication skills. Ability to build rapport and establish positive relationships with students and parents. Excellent organizational and time management skills. Proficiency with technology and online learning platforms (e.g., LMS, video conferencing tools). Problem-solving skills and the ability to adapt to changing needs and environments.
- **Personal Attributes:** Patient, empathetic, and student-centered approach. Self-motivated and able to work independently. Commitment to fostering a supportive and inclusive learning environment.

### **Working Conditions**

- Fully remote position with flexible working hours.
- Must have a reliable internet connection and a suitable workspace for virtual meetings.
- Occasional evening or weekend hours may be required to accommodate student schedules.