

English Learning Coach – New Palestine Early College at New Palestine High School

The learning coach position is designed to provide one on one or small group support for early college students at New Palestine Early College. The learning coach will work closely with teachers to monitor academic progress of students who are struggling with courses in the early college setting. New Palestine Early College High School is an early college partnership between Vincennes University and the Southern Hancock County Community School Corporation. It is located in New Palestine, Indiana.

- Initial responsibilities of the learning coach will include:
- Provide academic tutoring in English for students
- Customize and craft effective plans that address student weaknesses and strengths ▪ Assist, evaluate, develop and integrate the students in learning
- Motivate students and provide them with confidence to feel successful ▪ Foster meaningful relationships with students and faculty
- Develop study skills specifically tailored to the students' needs
- Teach referred students how to learn by providing students with study skills and study habits
- Demonstrate excellent writing, oral and interpersonal communication skills
- Evaluate student's progress to document improvements or identify additional
- Provide ongoing communication with teachers, parents, students, and counselors regarding academic progress of individual students who are referred to them by counselors/teachers to receive assistance and academic support
- Support the vision of the NPEC.
- Assume additional responsibilities as assigned by administrators.

Applicants must have an earned baccalaureate with twelve hours in college-level English. The University seeks an individual with effective communication, interpersonal, planning, and organizational skills. Specific requirements for the position include experience with Word, Excel, and the VU computer records and learning systems. Applicants should submit a letter of application and resume.

Initial screening of applicants may occur concurrently with the advertisement period. The position will remain open until filled. The successful candidate must be prepared to assume the position upon hiring.

Interested applicants should submit a cover letter, resume, and contact information for three references to Human Resources by email to jobs@vinu.edu or mail to Human Resources, 1002 North First Street, Vincennes, IN 47591. Applications will be accepted until the position is filled.

Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate will be required to submit to a criminal history background check.

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