



FUND FOR ADVANCEMENT OF MINORITIES THROUGH EDUCATION

FAME Academy Coordinator

Mission Statement:

FAME's mission is to educate, empower and embolden African American youth to become student ambassadors of today, leaders of tomorrow and stewards of their communities by providing access to college preparatory education at participating independent schools in the Greater Pittsburgh area through the provision of need based financial assistance. The FAME Academy is a preparatory program for promising middle school students with strong academic records and exceptional character that are interested in accessing a college preparatory education for high school. The FAME Academy Coordinator would hold a key role in successfully guiding students through their growth from talented middle schoolers into focused, dynamic independent high school candidates.

Essential Duties and Responsibilities:

- **Secondary leadership duties for FAME Academy programs**
 - Supports Director in holding restorative student conferences, making parent contact
 - Support Director in communicating with classroom teachers
 - Work closely with Director to secure quality service delivery from transportation, facility, vendor, and contractor services
- **Active Supervision of Academy Programs and Student Management**
 - Be present for all program sessions (tutoring, Saturday programs, enrichment trips)
 - Observes and upholds academic and behavioral expectations of the Academy
 - Conducts individual conferences with students to communicate Academy culture and align with goals
 - Observes cohorts during classes to hold students accountable to universal and individual goals
 - Ensure that critical student data is up to date and accessible by keeping in contact with parents/guardians
- **Instruction and Instructional Support**
 - Contributing to the design and execution of FAME Academy content (SEL, study skills, character education, college preparatory and college readiness training)
 - Use designated classroom time to coach students on developing the attributes of a FAME Scholar
 - Pre-teaching/pre-correcting common conduct errors (misuse of technology, dress code violations, disrespect)
 - Connect FAME expectations to deeper cultural, community responsibility
 - Monitor student engagement with test prep resources
- **Leading Interns**
 - Empower interns to uphold conduct expectations in FAME Academy settings
 - Develop weekly/monthly bulletin (containing pictures, written segments highlighting student performance, etc.)
 - Maintain student records (attendance, student performance data, general information)

Ideal Candidates Demonstrate:

- Strong event planning skills
- Willingness to perform a broad range of responsibilities related to programming, including administrative duties
- Strong interpersonal, intercultural, and verbal communication skills
- Creative thinking, strong problem-solving skills, and resourcefulness
- Proficiency with computer software including Word, Power Point, and Excel
- Ability to work both independently and within a small team, lead projects and accept direction
- High energy, flexibility, attentiveness to detail, self-motivation, and organization with the ability to multi-task
- Passion for the work of the organization and commitment to serving youth and supporting equity in education
- Ability to build meaningful relationships with families and students

Minimum Qualifications:

- Bachelor's degree
- A minimum of two years teaching and/or program management experience with a school or non-profit organization
- Criminal and child abuse clearances

If interested in applying, please send an email with the subject line "FAME Academy Coordinator Position", including your resume and professional references to fameacademy@famefund.org