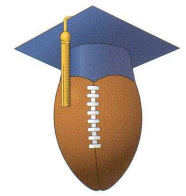




# The National Football Foundation's Play It Smart Program Academic Coach Job Description



## **Position:**

Academic Coaches work with head coaches, athletics directors and school administrators at participating Play It Smart member schools in helping student-athletes take responsibility for their futures through lessons learned on the playing field, in the classroom and in service to others.

Typically hired or contracted by schools or school districts, academic coaches receive extensive training and support from Play It Smart in establishing and implementing year-round programming that enables student-athletes to achieve academic, career, athletic, and personal goals.

Both part-time and full-time positions exist throughout the country. The Academic Coach needs time during the school day as well as after school to perform job duties. Students in graduate level programs may use the Play It Smart experience as fieldwork or an internship.

## **Qualifications:**

The Academic Coach position requires: a minimum of a bachelor's degree (graduate degree preferred) in a field related to counseling, education, psychology, or sociology; experience working with high school aged students; an understanding of working with diverse populations in challenging environments; and an interest interscholastic athletics. The position requires the ability to carry out multiple responsibilities ranging from counseling in a one-on-one setting to managing small and large groups. Other qualifications include:

1. Proven ability to build relationships with a broad range of people;
2. Strong communication skills, allowing one to establish trust and build rapport;
3. Strong organizational skills, the ability to meet reporting deadlines, and collect and organize data;
4. Knowledge of the college admission process, financial aid procedures, SAT/ACT test preparation, NCAA eligibility rules, and career and life planning strategies; and
5. Basic computer skills (Word, Excel, Power Point, Access, Email, Internet).

## **Job Responsibilities:**

1. Attend annual Play It Smart conference and training;
2. Act as a caring-adult mentor and provide academic and career counseling to student-athletes;
3. Create an academic support system in collaboration with school administrators and officials (i.e. study tables, monitoring, tutoring, one-on-one meetings, etc.);
4. Ensure SAT/ACT test preparation and test taking;
5. Educate student athletes and parents about NCAA Clearinghouse eligibility; support and track student progress toward NCAA eligibility;
6. Conduct life skills workshops and provide leadership opportunities for student athletes to develop transferable skills;
7. Coordinate and conduct effective service learning and community outreach initiatives;
8. Establish an incentive and reward system to recognize participation, effort, and achievement;
9. Foster relationships with parents and family, volunteers, tutors, other caring-adult mentors and program supporters in the community;
10. Work collaboratively with school and district administrators in meeting Play It Smart member school guidelines and expectations; and
11. Collect ongoing data for evaluation, assessment and program marketing.

**Compensation:** is contingent upon grant and other available resources as determined by the hiring school or school district.