

Athletic Academic Coordinator

Job Description

Goal

Provide the student-athlete assistance to maintain and improve academic performance over the duration of the season. Tools to assist include:

- Pre-semester eligibility check
- Weekly team grade checks
- Weekly documentation updating the progress of “struggling” student-athletes to coach and AD
- Provide and monitor study table intervention as needed
- Increase student-athlete accountability in order to sustain and improve academic performance
- Recognition of successful and improved classroom performance throughout the season
- Provide additional support in the classroom as needed.

Study Table Guidelines

A quiet location will be established to study with minimal distractions. Laptops and Wi-Fi computer access will be provided. There will be a **NO** cell phone use policy during this study time. Student-athletes are expected to bring all materials needed to complete this work successfully. It is the student-athlete’s responsibility to clarify any questions or concerns pertaining to the completion of an assignment or project with their classroom teacher “before” arrival to the study table. Studying options will be available at each coach and athlete’s convenience **before and after school**, as well as during **homeroom**. The goal is to produce high quality work within an efficient time frame.

Individuals Who Qualify for Academic Intervention

The following criteria can be adjusted to fit any needs that may arise with each individual sport in order to maintain a high academic standard. Assignment to a study table session can include:

- Entering the semester with academic ineligibility
- Receiving a failing grade in any course
- Maintaining a grade of D or below
- Any combination of incompletes or “zeros” in a course which indicate lack of effort
- Notice of decline in academic performance (ie.-sleeping) per suggestion of a classroom teacher
- Need of additional help from a teacher either before or after school hours
- Attendance issues that have temporarily put the student at a disadvantage in the classroom

Proactive Assistance Provided to Enhance Academic Performance

- Early assistance will be provided to monitor improvements in classroom performance
- Follow up provided for recognition of academic success or improvements on an individual basis
- Tutors and homeroom assistance will be provided as needed options when necessary
- Check to make sure IEP guidelines are being provided for eligible students when applicable.
- Work closely with the guidance department to address scheduling conflicts that may arise
- Emphasize the accountability of each student-athlete for their own continued academic success
- Introduce stress reduction skills and practices to enhance classroom and athletic performance
- Establish positive, encouraging relationships with each athlete and coach
- Show interest and be an avid supporter of each athlete and team in their respective sports.

