



Summer 2026
Academic Support Coordinator
(Remediation and Assessments)
Job Description

Role Purpose:

The Academic Support Coordinator (Remediation And Assessments) ensures scholars receive timely, targeted support that strengthens foundational skills and accelerates growth. This role leads remediation structures, assessment coordination, and progress monitoring so instruction is informed, supports are intentional, and scholars experience meaningful wins. The Academic Support Coordinator helps the program respond to real needs, not guesses, and keeps academic support systems running with care and consistency.

What You Lead:

- Targeted remediation supports that match scholar needs and protect dignity
- Assessment readiness, execution, and completion across program requirements
- Practical progress monitoring that helps teachers adjust instruction and supports
- A calm, organized system that makes academic support feel normal and motivating

Core Responsibilities:

Remediation Planning And Delivery

- Design and coordinate remediation structures that provide targeted support in reading and mathematics based on assessment data and teacher input.
- Support small-group remediation sessions directly as needed and help ensure staff facilitating remediation have what they need to succeed. (Including leading targeted small groups throughout the day.
- Maintain clear routines for how scholars are grouped, supported, and transitioned into remediation without disrupting the broader schedule.

Assessment and Survey Coordination

- Coordinate assessment and survey windows, logistics, and staffing in collaboration with the Program Director (Site Director) and Academic Coordinator.
- Ensure all required assessments and surveys are administered consistently and with fidelity, with strong attention to timing, space, and scholar experience.
- Track assessment and survey completion and follow up quickly on missed or incomplete assessments so the program meets participation targets.

Progress Monitoring And Academic Insight

- Analyze assessment and remediation participation data to identify trends, priority needs, and practical next steps.
- Share clear, actionable updates with the Academic Coordinator and Program Director (Site Director) to support classroom planning and program decisions.
- Support teachers in translating assessment results into instructional moves and student-facing goals.

Scholar Experience And Motivation

- Ensure remediation and assessments are delivered in ways that feel supportive, respectful, and confidence-building.

- Coach staff on language and routines that reduce anxiety and increase scholar buy-in.

Coordination With Leadership Team

- Maintain a consistent communication rhythm with the Academic Coordinator to align remediation with classroom instruction and pacing.
- Coordinate with the Enrichment And Operations Coordinator to secure spaces, materials movement, and coverage needed for remediation and assessment blocks.
- Escalate urgent or recurring concerns to the Program Director (Site Director), especially when assessment completion or scholar readiness is at risk.

What Success Looks Like

- Remediation groups are targeted, stable, and responsive to scholar needs.
- Assessments are administered smoothly, respectfully, and consistently across the program.
- Completion targets are met without last-minute scrambling.
- Teachers receive clear information they can act on, not spreadsheets they cannot use.
- Scholars experience academic support as a normal part of growth and can name what they are improving.

Qualifications And Mindset

- Experience supporting K–12 instruction, intervention, tutoring, assessment administration, or academic program support.
- Strong organization and attention to detail, especially in scheduling, documentation, and completion tracking.
- Skill in building scholar confidence during remediation and assessments through calm, supportive leadership.
- Commitment to data-informed support while maintaining a student-centered lens.

Time: The 2026 program will run from Thursday, June 4th through Thursday, July 2nd with mandatory post planning on Wednesday, July 6th. Mandatory orientation, planning and classroom set-up is scheduled for Wednesday, June 3rd. Staff may be assigned to the Horizons Scholar Assessment Day on Saturday, May 2nd. The program will be closed on Thursday, June 19th.

Pay: Leadership Team members can earn up to \$5,500 (pay adjusted for time away from the program) for Spring Leadership Team meetings, pre-training, Scholar Assessment Day/Family Orientation, four-week program, and post planning.

What is Horizons at Georgia Tech? Horizons at Georgia Tech seeks to help children of limited financial means to find success in school and to set high goals for themselves including high school graduation and participation in post-secondary educational experiences. Horizons is committed to the development of the whole child through experiences that enhance confidence, foster awareness of community responsibility, build problem-solving skills, and encourage a life-long interest in learning. All Horizons students learn how to swim, making them safer and building confidence. We encourage children to take charge of their lives and realize their full potential. Come join our amazing program! For more information on Horizons at Georgia Tech please visit www.horizonsnational.org, www.horizonsatlanta.org or <https://expandedlearning.ceismc.gatech.edu/horizons/about>.

Academic Support Coordinator (Remediation And Assessments): Day-To-Day Jobs, Duties, And Responsibilities

Daily Non-Negotiables

- Check the daily schedule for remediation and assessment-related needs (space, staffing, materials).
- Confirm remediation group plans and ensure staff have what they need to facilitate effectively.
- Support remediation delivery through direct facilitation, coaching, and troubleshooting barriers.
- Track participation and completion daily and follow up on gaps immediately.
- Support scholar readiness and emotional regulation during remediation and assessment moments.
- Share quick updates with the Academic Coordinator on trends, concerns, and wins.

Weekly And Milestone Duties

- Coordinate assessment windows and track completion toward program targets.
- Maintain organized records and secure handling of assessment materials and results.
- Review remediation impact and recommend adjustments to grouping, routines, or focus skills.
- Provide brief progress snapshots to the Program Director (Site Director) and Academic Coordinator.

Rapid-Response Responsibilities (As Needed)

- Re-group or re-schedule remediation based on emerging data, teacher concerns, or attendance shifts.
- Create a quick plan for scholars who missed assessments or need make-up opportunities.
- Step in to administer assessments or facilitate remediation when staffing gaps occur.