

EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION No. - AR- 4.1

TITLE: COACHING SELECTION AND COMPENSATION

DEFINITION: This regulation describes the process by which students and professional educators/content experts are selected for employment as student success coaches. It also outlines the compensation levels awarded to student success coaches representing each of these groups.

EFFECTIVE DATE: APRIL 22.2005; updated December , 2016

Coaching Selection Process and Compensation Levels for Students:

1. Current or former college students and early entrance/dual enrolled students may apply to become a student success coach. To be eligible for a student success coach position, current or former college students must meet the following qualifications:
 - a. Must have completed at least 9 credit hours of college-level coursework
 - b. Must possess an overall college grade point average of at least 3.0 on a 4.0 scale.
 - c. Experience in tutoring preferred.
 - d. Strong verbal and written interpersonal skills
 - e. Ability to work with persons from low-income and educationally disadvantaged backgrounds, and students with disabilities.
 - f. Possess a positive attitude and passion for helping others.
 - g. Have the desire to assist other students with identifying and overcoming barriers to their academic success.
 - h. Ability to travel with a valid driver's license.
2. In the event that a current or former college student who applies for a student success coach position does not meet the minimum qualifications, but is highly recommended by an Eastern Instructor, their eligibility for the position will be determined by the Student Services Specialist and Dean of Student Access and Success.
3. Individuals interested in becoming a student success coach must submit a completed Application, resume-and including academic transcript (may be unofficial) of all college coursework, and two Recommendation Forms, with at least one being from an Instructor. Applications will be reviewed on an ongoing basis. Finalists will be selected for an interview and applicable pre-screening.
4. If selected as student success coaches, individuals will be notified by the Student Services Specialist. Student success coaches will be required to complete the appropriate employment processes as required by the Human Resources/Payroll Office. Copies of all paperwork will be retained in the Human Resource Files.
5. Student success coaches will be expected to attend a pre-hire training session at the beginning of each semester they will be working.
6. In the event that a Student success coach receives unsatisfactory reporting from students, staff, instructors, or administrators the Student Services Specialist will meet with the Student success coach to discuss the situation. Based on the information collected, the

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Student Services Specialist will determine whether or not the Student success coach will be invited to continue working with students the next semester.

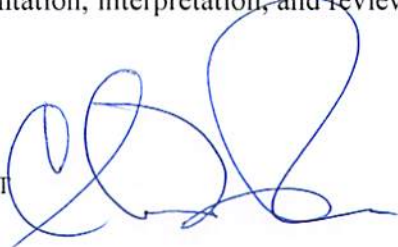
7. Student success coaches earn at least current minimum wage level. Employment as a student success coach is scheduled on a semester basis, with continued employment contingent upon satisfactory performance, student needs, and institutional personnel policies and budgeting.

Coaching Selection Process and Compensation Levels for Professional Educators/Content Experts:

1. Professional educators/content experts selected as student success coaches are defined as those individuals who have a teaching certificate and/or are current educators within the school or college setting or who have significant professional/technical experience the their field. To be eligible for a coaching/tutoring position, professional educators/content experts must meet one of the following qualifications:
 - a. Must be recommended by an Eastern College Staff Member.
 - b. Must be recommended by a school principal, guidance, Student Services Specialist, teacher, or other administrative staff person.
 - c. Must be recommended by a college administrator.
2. Generally, professional educators/content experts may be recruited on an as-needed basis to coach/tutor students having difficulties in certain academic areas.
3. Professional educators/content experts must have a completed application on file with the Human Resources if coaching/tutoring students.
4. Training requirements for professional educators/content experts will be considered on an individual basis and appropriate activities will then be arranged.
5. Professional educators/content experts serving as student success coaches will be evaluated by the students they have worked with at the end of each semester. Performance indicators will be used by the Student Services Specialist to determine if he/she will be invited to coach/tutor in subsequent semesters
6. Professional educators/content experts serving as student success coaches earn the current instructional wage. Employment as a coach/tutor is scheduled on a semester basis, with continued employment contingent upon satisfactory performance indicators, student needs, and institutional personnel policies and budgeting.

The Dean of Student Access and Success and the Student Services Specialist are responsible for implementation, interpretation, and review of this regulation.

PRESIDENT



DATE

02/30/17