



Job title	College Preparation Manager
Reports to	Director of College Success
Status	<i>Exempt</i>

Who we are:

At College Bound we believe that one adult with a college degree can change the cycle of poverty in a family forever. We exist to disrupt a reality in which only 7-9 percent of low-income students are obtaining baccalaureate degrees. By 2026, College Bound will be a national leader for baccalaureate completion rates with manageable student debt. Will you join us?

Our History: College Bound was founded in 2006 by Lisa Zarin, the daughter of a single mom and school teacher who taught and lived in Newark, New Jersey’s riskiest neighborhoods—neighborhoods where students seldom graduated from high school, much less went onto college. But Lisa’s mother emphasized the importance of education and the message stuck. Many years later when Lisa’s own son was applying to college, she experienced the college admissions process through the eyes of her child and thought, “if this is hard for us, this has to be hard for others.” Lisa recruited her good friends Debbie Greenberg and Ericka Zoll and College Bound was born.

Our Promise to Our Students: We commit to our students every step of the way: increasing ACT scores, mastering Algebra II, coping with lifecycle events like grief, college financial literacy, first internships, first suits and first jobs. Within a decade, we have grown from an inaugural class of 36 students to over 650—plus 150 alumni and growing! Through our individualized, holistic, and multi-year approach, we empower our students with the academic and social supports needed to achieve baccalaureate degrees and embark in meaningful careers.

Our Promise to Our Employees: We commit to our employees every step of the way: a welcoming orientation and onboarding, connection and clarity, professional development monies, mentorship opportunities, the ability to give back to the community, inclusion and diversity, work-life balance, flexibility and a culture rooted in a foundation of trust, a focus on achievement, a responsibility to reflect and a spirit of gratitude. You can learn more about our mission by accessing our website at www.collegeboundstl.org.

The role:

The College Preparation Manager must believe authentically in College Bound’s mission and exemplify College Bound’s core values and commitment to the diversity and inclusion statement. The College Preparation Manager is directly responsible for the management of a team of AmeriCorps coaches and the support and success of one hundred students. The College Preparation Manager will work within a team of dedicated full-time staff to lead departmental trainings and programs while also having ownership and responsibility for various projects including benchmarks aligned to college readiness indicators and college counseling.

Your responsibilities:

Support Student Growth and Success:

- ▶ Lead the development and implementation of comprehensive student intervention plans for assigned caseload (approximately 80-100 students)
- ▶ Monitor the progress of students towards college preparation goals
- ▶ Deliver personalized, motivating and actionable guidance to students
- ▶ Evaluate and adjust intervention plans as needed and provide direct intervention if satisfactory progress is not being met
- ▶ Assign work to students aligned to college success benchmarks
- ▶ Prepare and deliver lessons to students in class or workshop formats
- ▶ Implement evidence based practices that result in increased student knowledge and preparation for college
- ▶ Consistently collect, record, analyze and interpret student information on student progress including milestones and deliverables to guide coaching conversations
- ▶ Serve as the main point of contact for parents and families, utilizing phone contact and face to face meetings in the office and community to encourage participation in college success process

Coordinate College Preparation Program:

- ▶ Assess student's early academic readiness indicators in preparation for standardized testing and college admittance
- ▶ Ensure students commitment to college success through perpetual alignment
- ▶ Coordinate Summer Academic enrichment programing for students focusing on academic enrichment

Lead Team of AmeriCorps Coaches:

- ▶ Train, support, and evaluate a team of College Preparation Coaches who deliver coaching support to high school students
- ▶ Ensure excellence and integrity of program delivery through observation, coaching support, and ongoing professional development
- ▶ Assist coaches with resources, materials, tools, and information to support academic planning and case plans for students
- ▶ Guide coaches in planning and implementing strategies to support student growth
- ▶ Utilize team meeting to help coaches to reflect on student issues and develop appropriate responses
- ▶ Set priorities for your team, communicate expectations, lead weekly meetings, and aid in logistics and planning for classes and events
- ▶ Maintain a strong working knowledge and awareness of best practices in the fields of college readiness, academic development, college counseling, and financial aid

Other Responsibilities:

- ▶ Collaborate with team of managers and Director of College Success on longitudinal planning and alignment of student support services
- ▶ Collaborate closely with our Wellness Team toward shared mental health outcomes
- ▶ Partner with the AmeriCorps Director to communicate and administer AmeriCorps policies and procedures
- ▶ Supervise and assist with the scheduling of student rides and logistics
- ▶ Ensure fidelity to budget, including prompt and accurate financial tracking and reporting

- ▶ Additional duties and special projects as assigned

Skills and experience:

- ▶ Bachelor's degree required
- ▶ Prefer a minimum of three years' experience in education with a record of successfully impacting achievement with students who have the greatest need
- ▶ Minimum of two years' management or progressive leadership experience
- ▶ Minimum of two years of experience in a nonprofit setting; experience in community college field and/or with AmeriCorps a plus
- ▶ Ability to use data to monitor success and identify challenges
- ▶ Effective communicator, able to use inclusive and empowering language to translate messages effectively for diverse audiences
- ▶ Ability to solve problems effectively through collaboration with colleagues and coaching
- ▶ Adaptable, possesses a high tolerance for ambiguity, and thrives in a fast-paced, highly collaborative environment
- ▶ Computer proficient; experience using a database to manage student information a plus

Benefits and working conditions:

- ▶ Competitive benefits include a portion of paid employee health insurance, a health reimbursement account, dental, short-term disability, life insurance, 401K matching, paid parental leave for men and women and free vision insurance.
- ▶ Play a vital role in an organization that is privileged to work with hundreds of intelligent and deserving young people every day
- ▶ Flexible working environment

Employees should have a valid driver's license, reliable transportation and be able to pass a motor vehicle background check. Additionally, employees should be available to work weekends, overnights and be available via phone for questions from colleagues and students.

How to apply:

Interested candidates please send a cover letter, resume, applicable certifications and licenses, salary requirements, three references and an electronic copy of diplomas/transcripts to: jobs@collegeboundstl.org with the subject Line: College Preparation Manager. Some candidates may even be required to do a pre-screening assessment and will be alerted by the hiring manager if this is the case.

Applications will be accepted through **February 15, 2019**.

College Bound provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics, gender identity, gender expression, or sexual orientation (real or perceived). In addition to federal law requirements, College Bound complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

College Bound believes in the power of diversity as a starting point in the pursuit of racial, gender, social, and economic justice. We strive to create a culture where every individual is valued. We demand accountability and action from all individuals to serve with an open mind and from a place of compassion, love and humility. As an organization and as a community, College Bound commits to active listening and collaboration between students, families, alumni and staff to grow in understanding of how diversity and equity shape our work.