



<b>Job title</b>	<b>Assistant Director of College Preparation</b>
<b>Reports to</b>	Senior Director of Student Program
<b>Status</b>	<i>Exempt</i>
<b>Salary Range</b>	<i>\$49,900 –\$ 55,000</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](http://www.collegeboundstl.org).

#### **The role:**

**The Assistant Director of College Preparation must believe authentically in College Bound’s mission and exemplify College Bound’s core values and commitment to the diversity and inclusion statement. This position is responsible for leading the College Bound preparation team in developing and implementing a high quality, effective college preparation program. Delivering high quality academic interventions to ensure that College Bound students graduate high school with high level college options and can successfully persist to degree completion is a key focus of the position. The Assistant Director of College Preparation will**

**report to the Senior Director of Student Program and will work closely with the Assistant Director of Data Management.**

### **Your responsibilities:**

#### *Lead 10<sup>th</sup> and 11<sup>th</sup> grade college prep teams:*

- ▶ Ensure excellence and integrity of program delivery through supervision, observation, evaluation, and ongoing professional development of the 10<sup>th</sup> and 11<sup>th</sup> grade coaches and managers
- ▶ Assist team members in obtaining the resources, materials, tools, and information necessary to support students
- ▶ Guide team members 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

#### *Academic Interventions*

- ▶ Hire, train, and supervise academic tutors providing individual and group tutoring services
- ▶ Coordination and implementation of the ACT Prep Program
- ▶ Ensure student ACT readiness by managing test preparation programming, partnering with external test prep providers, and collaborating with school partners
- ▶ Coordinate Summer Academic enrichment program for rising Junior students focusing on academic enrichment, youth development, and community building
- ▶ Produce diagnostic reports on student performance and provide prompt, individualized feedback

#### *Academic Services Coordination*

- ▶ Assess student's early academic readiness indicators in preparation for standardized testing and college readiness
- ▶ Collaborate with coaches and grade level managers to identify students in need of targeted academic interventions including, but not limited to, tutoring, study skills, and learning strategies
- ▶ Identify, refer, and connect students and families to appropriate community resources
- ▶ Meet with students regularly to ensure academic goals are being met
- ▶ Develop relationships with community agencies to foster an effective coordination of services for students
- ▶ Serve as the liaison between families and schools to ensure the evaluation of students for IEP and 504 Plan services
- ▶ Ensure that IEP and 504 Plans remain appropriate for student needs
- ▶ Complete assigned documentation in an accurate and timely manner and in compliance with established organizational protocol and productivity standards

### *Class Facilitation*

- ▶ Lead development of college access and academic curriculum to better meet the needs of students
- ▶ Develop supplemental learning materials for program participants
- ▶ Serve as a content specialist to assist in the development and implementation of program curriculum that aligns to organizational goals
- ▶ Understand and demonstrate evidence based instructional practices that result in increased academic performance and competency
- ▶ Provide direction to fellow staff members on curriculum implementation based on best instructional practices

### *Staff Support*

- ▶ Serve as a specialist to organization staff, providing information on academic topics and community resources
- ▶ Support the training of organization staff in the area of academic intervention
- ▶ Support staff in identifying at-risk students in need of academic interventions

### *Other Responsibilities*

- ▶ Collaborate with management team and other departments on longitudinal planning and alignment of student support services
- ▶ Partner with the AmeriCorps Director to communicate and administer AmeriCorps policies and procedures
- ▶ 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 Math or Reading Specialist certification
- ▶ Minimum of three years' experience in education with
- ▶ A record of successfully impacting achievement with high need students
- ▶ Ability to use data to monitor outcomes 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 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](mailto:jobs@collegeboundstl.org) with the subject Line: Name of Position. 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 7/30/2021.

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.