



<b>Job Title</b>	<b>Academic Manager- 10<sup>th</sup> grade cohort</b>
<b>Reports to</b>	<i>Assistant Director of College Prep</i>
<b>Status</b>	<i>Full-time, Exempt</i>
<b>Range:</b>	<i>\$45,000 - \$53,000</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:**

**College Bound’s Academic Interventionist is responsible for maintaining and improving the academic performance and college readiness of our served students, utilizing a positive and uplifting approach. A significant portion of their role will be assessing student needs and implementing creative approaches comprehensive enough to ensure all students receive the supports necessary to be successful. Content will be delivered in one on one, small group settings,**

and class settings. This position will be supervised by the Assistant Director of College Prep. The ideal candidate is comfortable working with students, managing processes and projects in a fast-paced environment, is motivated to use and create organizational systems to manage workflow and save time, is a clear and thorough communicator, and possesses an acute attention to detail in all arenas.

#### Your responsibilities:

##### *Support Student Growth and Success*

- *Provide academic interventions to scholars based on a targeted plan*
- *Create and implement engaging lesson plans and instructional materials to meet small-group and individual student needs*
- *Teach weekly classes*
- *Analyze weekly data to ensure student growth*
- *Partner proactively with local school faculty and administration to support students with different learning needs*
- *Observe and evaluate individual students displaying academic or behavioral difficulties and assess their learning strengths and challenges*
- *Communicate regularly about the progress of students with CB coaches and grade level managers*
- *Serve as a member of the Student and Family Support team*
- *Help to create a welcoming climate and environment where students can safely develop ownership of their actions and learning*
- *Contribute to crisis response and intervention practices.*
- *Develop and implement intervention plans with short-term and long-term goals and specific objectives*
- *Maintain confidential student records and keep accurate documentation of intervention plans, sessions, meetings, and assessments.*
- *Recommend in-school and community resources for identified students.*
- *Coordinate and facilitate communication between student, family, school, and other involved professionals.*
- *Direct one-on-one or small group instruction based on intervention plans.*

- *Pursue professional development opportunities to remain current with industry trends and grow skills and knowledge.*
- *Other duties and projects as assigned*

#### *Lead Team of Academic Tutors*

- *Train, support, and evaluate a team of tutors who deliver academic support to high school students*
- *Ensure excellence and integrity of tutoring delivery through observation, coaching support, and ongoing professional development*
- *Assist tutors in obtaining the resources, materials, tools, and information necessary to support students*
- *Guide tutors in planning and implementing strategies to support student's academic growth*
- *Set priorities for your team, communicate expectations, lead weekly meetings, and aid in logistics and planning for tutoring sessions*
- *Maintain a strong working knowledge and awareness of best practices in the fields of academic development as it relates to college preparation*
- *Monitor progress of individual student plans*

#### **Skills and experience:**

##### Required Qualifications

- ▶ Bachelor's degree in education
- ▶ Teaching experience
- ▶ Data management/database experience
- ▶ Proficiency in Microsoft Excel and Microsoft Office Suite
- ▶ Exceptional writing, editing and communication skills
- ▶ High-level organizational skills with strict attention to detail

##### Preferred Qualifications

- ▶ Certified Secondary or Special education or related education field and at least two years of classroom teaching experience
- ▶ Knowledge of learning disabilities, psycho-educational tests, reports, and assistive technology
- ▶ Knowledge of administering and interpreting assessments and test results, academic achievement, and diagnostic testing
- ▶ Full understanding of differentiated instructional strategies across the curriculum
- ▶ Outstanding interpersonal and organizational skills
- ▶ Exceptional written and oral communication skills
- ▶ Strong networking skills to ensure access to resources in the broader community
- ▶ Detail-oriented and resourceful; Tactful and discreet

- ▶ Technologically savvy
- ▶ High-energy and enthusiastic about working in an academic atmosphere
- ▶ Models appropriate and ethical behavior
- ▶ High attention to detail and ability to drive aggressively towards deadlines a must
- ▶ Exceptional written communication
- ▶ Commitment to excellence
- ▶ Ability to work independently

#### **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

#### **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.

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.