



**Position Title:** Director of Preparation, College Success Academy

**Reports To:** Vice President of Academic Programs

### **Position Summary**

The Director will provide leadership and management to the Lower and Upper Houses of the College Success Academy (CSA). In partnership with a small team and cross-departmental managers, the Director will lead the implementation and improvement of key areas including academic programming, program operations, and climate and culture, with an eye toward increasing program effectiveness and sustainability. The Director will nurture and strengthen Steppingstone's relationships with partner schools and strategic partner organizations. The Director will work a Monday-Friday schedule; some additional evening and Saturday work is mandatory.

### **Responsibilities:**

- Manage implementation of summer and school-year academic program, including systems for program operations such as safety, communications, food programs, facilities, transportation, and budget
- Supervise and mentor full-time and part-time staff
- Serve as Dean of Students supporting Advisors, Scholars, and families
- Support development of curriculum and schedules, as well as hiring and supporting seasonal faculty
- Integrate diversity, equity, and inclusion initiatives into the development of preventative structures, socio-emotional curriculum, and behavior management systems
- Manage program community and family events
- Support the recruitment and admission of students and families in partnership with Director of Admission
- Oversee high school placement for Scholars and families
- Track and manage program data
- Identify potential innovations to advance program quality, sustainability, and growth.
- Work closely with VP of Support and College Services to ensure successful Scholar transitions
- With the CSA team, strengthen relationships between Steppingstone and partner school faculty, administrators, and community-based organizations (BPS, BASB, One Bead) to leverage resources that support program development

### **Required Knowledge and Skills:**

- Demonstrated commitment to educational and racial equity in college access and success
- Strong staff management skills and experience successfully managing an effective team, including proven leadership skills and professional judgement
- Strong relationship-building and group facilitation skills across differing stakeholders including various internal departments, external community-based organizations, and BPS
- Effective project management with demonstrated flexibility and problem-solving capabilities
- Experience in building a strong student culture
- Effective classroom management skills
- Knowledge of and experience with classroom instruction and tutoring
- Fluency in Spanish a plus

**Education and Work Experience:**

- Bachelor's degree required in a relevant field
- Successful experience working with middle-grade and/or high school students in an urban, multicultural setting.
- Experience in Boston Public Schools a plus.

**To Apply:** Please email your resume and a thoughtful cover letter outlining how your skills and experience meet the qualifications of the position, and how you learned about this position, to Human Resources at [jobs@tsf.org](mailto:jobs@tsf.org). Applications will be reviewed on a rolling basis. Please include “**CSA Director**” in the subject line of your email.

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