**Position Title:** Middle School Advisor, College Success Academy (bilingual Spanish speaker required)

**Reports To:** Director of Preparation, College Success Academy

**Program Overview**
The College Success Academy, launched in 2011, is an academic program of The Steppingstone Foundation designed to help increase the number of Boston Public School students who graduate from college. Through additional classroom time in critical subjects like math, science and English language arts, the program prepares students in grades 5-8, to be successful in high school and graduate from college. There are currently 70 students enrolled in grades five through eight, who attend three BPS schools in Allston/Brighton and one in East Boston.

**Position Overview:**
The Middle School Advisor for the College Success Academy will work collaboratively on a small team to support the successful execution of this program. This multifaceted role blends supporting the academic and social-emotional needs of middle school students, with program design and implementation. The Advisor will develop deep knowledge of Boston Public Schools as well as the resources available to assist students and families in navigating their journey to college. In collaboration with the team, the Advisor will support the delivery of the after-school, Saturday, and summer sessions. As a result, some Saturday and evening work is required.

**Responsibilities:**

**Advising**
- Advise a cohort of 15-25 students across grades 7 & 8
- Support students through the high school selection process
- Teach social emotional classes in the summer and at Saturday sessions
- Collaborate with teachers and program staff to develop strategies to support students’ academic and social growth using a restorative approach
- Offer families resources to support student development

**Program Implementation**
- Work with team to create and implement curriculum for our 7th and 8th grade programs
- Serve as a program site coordinator for our Saturday Upper House program at Boston Latin Academy, managing logistics and implementation of programming
- Support the development and execution of program climate/culture, reflected in preventative structures and socio-emotional curriculum, community and family events, and behavior management systems
- Provide program support for our Lower House after-school program on Tuesdays and Thursdays
Other projects

- Participate in the recruitment and admission of new students
- With the assistance of program leadership, use effective systems to track and analyze student progress and program results, including a database and data-tracking tools
- Contribute to other cross-team office-wide efforts such as internal task forces and committees

Required Knowledge and Skills:

- Demonstrated commitment to educational and racial equity in college access and success
- Experience working with upper elementary or middle school students, incorporating cross-cultural competency to support and challenge them appropriately
- Fluency in both Spanish and English speaking and writing
- Teaching experience in a classroom or out-of-school time setting
- Experience as an effective team member in a collegial environment
- Strong relationship-building and group facilitation skills across differing stakeholders
- Effective project management skills with demonstrated initiative, flexibility, and problem-solving capabilities
- Strong attention to detail and process management
- Bachelor’s degree
- Knowledge of Boston Public Schools is a plus

Starting Salary: $39,500

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. Applications will be reviewed on a rolling basis. Please include “CSA Advisor” in the subject line of your email.

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