



**Position Title:** Advisor, College Success Academy

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

### **Position Summary**

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 80 students enrolled in grades five through eight, who attend three BPS schools in Brighton/Allston and one in East Boston.

### **Position Overview:**

The 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 25-30 students across grades 5-8
- Teach social emotional classes in the summer and afterschool 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

- Serve as a program site coordinator, managing logistics and building relationships between program and partner school representatives
- 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

#### Other projects

- Assist students and families in making educational choices for middle and high school
- Participate in the recruitment and admission of the 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 elementary or middle school students, incorporating cross-cultural competency to support and challenge them appropriately
- 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
- Bilingual Spanish speaker is strongly preferred
- Knowledge of Boston Public Schools is a plus.

**Starting Salary:** \$38,500

**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](mailto:jobs@tsf.org). Applications will be reviewed on a rolling basis. Please include **“CSA Advisor”** in the subject line of your email.

*The Steppingstone Foundation is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, or handicap, as defined by law.*