



**Title:** Preparation and Placement Advisor, The Steppingstone Academy

**Reports to:** Director of Preparation & Placement, The Steppingstone Academy

### **Position Overview**

Preparation and Placement Advisors work collaboratively on a small team to support the successful execution of The Steppingstone Academy program. The primary responsibility of the Advisor is to support and advise a cohort of Steppingstone Scholars and their families during the intensive first year in The Steppingstone Academy. The Advisor will work in a direct-service role to ensure Scholars' academic growth, social and emotional development, and families' successful navigation through competitive school application processes. In addition, the team is responsible for the delivery of our after-school, Saturday, and summer sessions.

Saturday work and Wednesday evening work is required, other evening work may be required periodically. Advisors work a Tuesday – Saturday schedule during the academic year and a Monday – Friday schedule during the summer.

### **Responsibilities:**

#### Academic & Social Emotional Advising

- Advise a cohort of 25-30 fifth and/or sixth grade Scholars and their families
- Collaborate with teachers and program staff to develop strategies to support Scholars' academic and social growth using a restorative approach
- Offer families resources to support student development

#### Placement

- Support families in their independent and/or exam school application processes
- Guide families to make informed decisions about educational choices
- Serve as a liaison to independent schools and facilitate relationship-building between school admission offices and Steppingstone

#### Program Implementation

- Work with team to ensure safe and efficient operation of after-school, Saturday, and summer sessions
- 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
- Plan and implement family meetings and other large events to disseminate information to and build community among families
- Teach social emotional and other classes

#### Other projects

- With the assistance of program leadership, use effective systems to track and analyze Scholar progress and program results, including a database and data-tracking tools
- Contribute to other cross-team office-wide efforts such as curriculum development, the admission process, and internal task forces and committees

## Qualifications:

### Required qualifications

- 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
- Preference given to candidates who are bilingual in Spanish, Vietnamese, Arabic, or Chinese (Mandarin or Cantonese)
- Knowledge of independent schools and/or Boston Public Schools is a plus

**Salary:** Starting salary of \$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 **“Preparation and Placement Advisor”** in the subject line of your email.

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