



Director of Early High School
Cambridge Campus

ORGANIZATIONAL OVERVIEW

About Us and Our Philosophy

Breakthrough Greater Boston (BTGB) is a transformative college access and teacher training program that provides up to ten years of academic enrichment and support to students with high potential but limited opportunities. Since our founding, BTGB has served more than 3,000 students and aspiring teachers. Through our Students Teaching Students model, we deliver engaging, tuition-free programming during the summer and school year, while training a diverse cohort of college students to become future educators. Our impact is strong: 94% of our students are accepted to college, supported by over 2,000 hours of dedicated staff time annually focused on post-secondary readiness.

BTGB's comprehensive model begins before 7th grade and continues through college, with students dedicating an average of 1,900 additional hours to their education. Our Middle School Program builds foundational skills through rigorous summer and year-round programming, while our High School Program provides individualized college access support and enrichment opportunities to ensure college admission. In 2022, BTGB launched its College Success Program—our most significant expansion in over 30 years—extending support through students' college years and increasing our continuum of services from six to ten years. This program provides coaching and resources to help students enroll, persist, and graduate from college.

At the same time, BTGB develops the next generation of educators through an innovative Teacher Training Program that recruits and trains high-achieving college students nationwide. Fellows receive intensive, research-based training and hands-on teaching experience, supported by instructional coaches and professional educators. More than 74% of our teaching fellows go on to pursue careers in education. Today, BTGB operates as part of the Breakthrough Collaborative, a national network advancing educational equity across more than 25 U.S. cities.

With a deep commitment to our mission, BTGB operates with the highest standards of integrity and best practices, while also enjoying the ability to be innovative and flexible to meet the evolving needs of our students, families and teachers. Our team is diverse, high-performing, and dedicated. We continue to build an organizational culture that emphasizes our core values for every member of our community:

- **Spirit:** We cherish and embody the youthful energy and spirit of our students and teachers
- **Continual Learning:** Everyone in our community has something to learn and something to teach
- **Team Together:** We all chip in to accomplish whatever is needed for our teammates and the broader organization
- **Student Centered:** Our students are our first priority and our decisions center around what benefits our students
- **Equity and Opportunity:** We value diversity of identity, background and thought. We treat everyone with dignity and respect
- **Excellence in Everything:** We maintain high expectations for ourselves

Breakthrough Greater Boston encourages individuals of all backgrounds to apply for this position, and we do not discriminate on any basis prohibited by applicable law. We celebrate the diversity of our world and our community, and we seek to build a team that reflects that diversity in every way. We welcome and encourage all qualified applicants who share that same vision, as we wish to engage all those who can contribute to our work and this mission.

THE OPPORTUNITY

Breakthrough Greater Boston is currently seeking a highly motivated and talented Director of Early High School (DEHS) to oversee all aspects of programming for 9th and 10th grade students at our Cambridge Campus. The DEHS will be responsible for advising and supporting 9th and 10th grade students as they make the critical transition from middle to high school and work towards their academic and college-related goals. The DEHS works closely with other members of a dynamic Program Team and reports directly to the Managing Director of College Access and Success.

POSITION OUTCOMES

A successful Director of Early High School will work in close alignment with the Senior Director of High School and Post Secondary Success:

- Develop and maintain meaningful relationships with BTGB's 9th–10th grade students, supporting their academic and personal growth as well as their social emotional well-being
- Maintain positive, regular communication with students' families, nurturing healthy, trusting relationships and collaboratively ensuring students' success
- Oversee the development and implementation of innovative, responsive programming that is informed by research, partner school offerings and the needs of our students
- Collaborate with other Program Team members to create a seamless layer of support for students and families during Breakthrough's six-year program

YOUR CONTRIBUTION

In this exciting role you will be responsible for a variety of responsibilities including:

Student and Family Support

- Serve as the primary advisor for 9th and 10th grade students at your campus; provide consistent, tailored support during one-on-one interactions and school-year programming.
- Champion students by nurturing individual student strengths and providing timely, appropriate interventions and resources as needed to ensure students are safe and successful.
- Build strong relationships with families through annual family check-ins, presence at BTGB events and regular phone and email contact throughout the year.
- Oversee students' transition from 8th to 9th grade and from 10th to 11th grade.

Program Management

- Collaborate with program staff to design and prepare curriculum for Leadership Academy, BTGB's summer program for rising 9th grade students. Ensure that Teaching Fellows are equipped with well developed lesson plans and instructional materials.
- Develop and oversee 9th and 10th grade school-year programming, including Super Saturday's (a monthly Saturday program) and weekly afterschool programming.
- Supervise and develop Teaching Fellows (college students preparing for careers in education) across both the school year and summer program by providing instructional coaching, observation, and professional development. Foster a supportive learning environment that strengthens fellows'

teaching practice, builds confidence in the classroom, and advances Breakthrough's mission to cultivate the next generation of educators.

- Supervise and mentor Junior Teaching Fellows (high school students exploring early pathways into the education field) during the school year and summer program by providing structured guidance, leadership development, and opportunities to build foundational teaching and facilitation skills. Support students in seeing themselves as future educators and leaders within the broader education ecosystem.
- Actively research and maintain knowledge of summer and school year opportunities for high school students; connect students with opportunities that match their unique interests and needs as part of Breakthrough's Summer Exploration and Opportunities Program.
- Plan and execute programming to expose students to different careers, colleges, and cultural opportunities in the Boston area.
- Create new programming as appropriate to further our vision of every Breakthrough student having the skills and knowledge needed to attend and be successful in college.

Partnership and Data Management

- Maintain positive, frequent communication with partner school staff members as well as representatives from other local youth serving organizations to collaboratively ensure our students' success.
- Conduct guidance counselor check-ins each semester to further inform individual supports for students and identify additional enrichment opportunities.
- Oversee collection and analysis of student academic records including report cards, progress reports, and Individualized Education Plans.
- Ensure accurate and effective data collection and analysis through the daily use of our Salesforce student database to inform programmatic decision making and advance students' success

YOUR BACKGROUND AND QUALIFICATIONS

As the incoming Director of Early High School, you will possess many, though perhaps not all, of the following characteristics and qualifications:

- Passion for the mission of BTGB, closing opportunity gaps and training the next generation of urban teachers
- Four to five years of experience working directly with students, preferably in grades 8-10, ideally with students who will be first generation to college
- An unwavering commitment to equity, in deepening your personal understanding and in advancing our collective work
- Outstanding interpersonal and communication skills with students, families and educators
- Superior organization and project management skills
- Ability to work on multiple projects, adjust quickly to shifting priorities, meet deadlines, exercise good judgment and handle high-pressure situations
- Exceptional written and verbal communication skills with the ability to interact effectively with a variety of audiences
- Team player who demonstrates a positive attitude, sense of humor, energy, entrepreneurial spirit and dedication to collaboration
- Prior experience with Breakthrough model highly desirable; familiarity with partner schools or districts a plus
- Flexibility that allows for periodic work on Saturdays and evenings

- Candidates of color and those from low-income backgrounds are strongly encouraged to apply as are those with fluency in Spanish, Haitian Creole, Amharic, Somali, Arabic, Bengali, Hindi, Tigrinya or Urdu
- Bachelor's degree

COMPENSATION

Breakthrough Greater Boston offers a competitive compensation package and is deeply committed to pay equity and transparency. The salary range for this position is **\$81,600-94,800**; Breakthrough Greater Boston makes an offer based on relevant years of experience and does not negotiate salaries.

HOW TO JOIN OUR TEAM

If you are interested in learning more about how your passion and experience can help Breakthrough meet its mission and grow its impact, please submit your resume and a **thoughtful and targeted cover letter** outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity. Applications can be submitted to Ellie Wilson, Senior Director of High School and Post Secondary Success, jobs@btgbmail.org.

Applications will be reviewed on a rolling basis. Learn more about Breakthrough Greater Boston at www.breakthroughgreaterboston.org.