



## Manager of Early High School (Campus Specific)

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### ORGANIZATIONAL OVERVIEW

#### About Us and Our Philosophy

Breakthrough Greater Boston (BTGB) is a transformative college access and teacher training program. BTGB offers six years of academic enrichment and college preparation to middle school and high school students with high potential but limited opportunities. Simultaneously, BTGB recruits, trains and inspires a diverse cohort of high achieving college students to become the next generation of urban teachers. Leveraging a Students Teaching Students model, BTGB provides engaging, tuition-free academic programming during the summer and after school. Our students gain the skills and motivation to succeed in rigorous high school courses and, ultimately, in college. Meanwhile, our teachers gain hands-on experience, research-based training and coaching from professional educators.

Over the past eight years, 97% of our graduating students have matriculated to college, and 82% of them have persisted through their undergraduate years. On average, more than 70% of our graduating teachers have gone on to pursue careers in education. After two decades of success at our original Cambridge site, BTGB embarked upon a significant program expansion and opened a second site in Boston in the summer of 2013 and a third site in Somerville in 2018. As an independent 501c3 nonprofit, Breakthrough Greater Boston is part of The Breakthrough Collaborative, a national educational movement working to improve educational outcomes for youth across 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 Manager of Early High School (MEHS) to oversee all aspects of programming for 9<sup>th</sup> and 10<sup>th</sup> grade students at our one of our three campuses – Boston, Cambridge, and Somerville. The MEHS will be responsible for advising and supporting 9<sup>th</sup> and 10<sup>th</sup> grade students as they make the critical transition from middle to high school and work towards their academic and college-related goals. The MEHS 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 Manager of Early High School will work in close alignment with the Managing Director of College Access and Success to:

- Develop and maintain meaningful relationships with BTGB's 9<sup>th</sup>–10<sup>th</sup> 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 primary advisor for 9<sup>th</sup> and 10<sup>th</sup> 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 8<sup>th</sup> to 9<sup>th</sup> grade and from 10<sup>th</sup> to 11<sup>th</sup> grade

### *Program Management*

- Work in collaboration with fellow program staff to plan and oversee Leadership Academy, a six-week summer program for rising 9<sup>th</sup> grade students that helps students build academic and leadership skills as they transition to high school
- Oversee 9<sup>th</sup> and 10<sup>th</sup> grade school-year programming that is focused on supporting students in making a strong transition to high school
- 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 career, college 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 Manager 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
- Two 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 **\$53,805-72,795**; 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 Ameer Naik, Managing Director of College Access and Success, at [jobs@btgbmail.org](mailto:jobs@btgbmail.org).

Applications will be reviewed on a rolling basis. Learn more about Breakthrough Greater Boston at [www.breakthroughgreaterboston.org](http://www.breakthroughgreaterboston.org).