

Next Generation Scholars

Director of Academics & Admissions

Next Generation Scholars is seeking an educator who is deeply dedicated to serving low-income youth and their families to join our team as Director of Academics & Admissions. Next Generation Scholars believes equal access to higher education is the key to making positive change within our community. Our mission is to level the playing field by providing dedicated, underserved students with all the advantages available to those of privilege. Our students are highly motivated and academically inclined young scholars and who are looking for a challenge. Next Generation Scholars' award-winning programs have resulted in outstanding outcomes:

- 100% of our scholars earn GPAs above 3.0 in the courses needed for admission into four-year colleges
- 100% of our students gain acceptance into four-year colleges with full financial aid
- 97% of all NGS Scholars have graduated from college in 5 years
- 88% of alumni are employed or volunteering in social justice organizations

POSITION

The Director of Academics & Admissions is a unique position that balances teaching, administrative and supervisory responsibilities, as well as meaningful connections with our students and their families. You'll be joining a team that is hard working, flexible, fun and dedicated to our mission. We are looking for a team member who can work independently when needed and a self starter who can identify and develop new ideas that work effectively with existing programs.

TASKS & RESPONSIBILITIES

Reporting to the Executive Director (ED), the Director of Academics & Admissions will be responsible for enhancing the internal and external organizational infrastructure that will allow NGS to continue to grow and achieve its outstanding outcomes. The Director of Academics & Admissions will manage the following functions:

Program Management

- With *Executive Director*, create strategic plans for academic programming.
- Oversee Middle School Program including, teaching staff, curriculum, sequencing, data recording and metrics.
- Direct Summer Academy, including curriculum, scheduling, execution, data recording and metrics.
- Design and conduct teacher training for all Summer Academy staff members.

- Facilitate and maintain partnerships, including communication with school administrators and counselors.
- Oversee Parent College program including Social Services coordinator, curriculum, execution, data recording and metrics.
- Manage the setting, measuring, and reporting of academic and admissions metrics for all programs in the organization.
- Facilitate internal communications and manage external communications on issues regarding programming.

Admissions

- Manage admissions, including outreach, screening, acceptance and onboarding for all programs, including Year-Round Academic Program, Summer Academy and Boost Camp.
- With *Executive Director*, design annual strategic admissions plan to reflect populations in need in the area.
- Facilitate internal communications and manage external communications on issues regarding admissions.

Social Services

- Oversee Social Services coordinator to ensure the well-being of families, including intake protocols and data collection.
- Oversee tracking and reporting of results of interventions and services rendered.
- With *Executive Director* and *Director of Community and Family Engagement*, coordinate response plans and resources to family / community crisis.
- With *Director of Family and Community Engagement* plan and execute and home visit program.

Teaching

- Research, create and teach 9th and 10th grade curriculum.
- Develop and implement academic metrics to produce quantifiable results.
- Conduct check-ins with students and families in an as-needed basis.
- Track student progress.
- Provide detailed, individualized feedback to students.
- Work with Social Services to enact improvement plans with students who are struggling.

DETAILS AT A GLANCE:

This position is located on-site in San Rafael, CA. It is a full-time (40 hours/week) position and the working hours are Sunday 12pm to 8pm and Monday through Thursday 11 am to 7 pm.

COMPENSATION AND BENEFITS:

Compensation is \$65,000 - \$75,000 based on experience and qualifications. Benefits include health insurance, dental/vision, vacation days, sick time, and 11 holidays per year.

DESIRED QUALIFICATIONS:

- Minimum of a Bachelor's degree; Master's degree in education or related field preferred.
- Strong understanding of the unique developmental needs of low-income children.
- Experience working with students and families from low-income, immigrant communities strongly preferred.
- Excellent communication skills, both written and oral.
- Proven organizational skills.
- A collaborative leadership style.
- Must be bilingual in English and Spanish.

Next Generation Scholars is fully committed to diversity and inclusion. As an equal opportunity employer, Next Generation Scholars does not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristics protected by federal, state, or local law.

HOW TO APPLY:

ague@nextgenerationscholars.org

<http://www.nextgenerationscholars.org>

Email Resume and Cover Letter as two separate PDF attachments to Ague Ortega, Director of Academics & Admissions, ague@nextgenerationscholars.org. Please include in the subject line: Application – Director of Academics & Admissions (Resumes without cover letters will not be considered). Deadline to apply is March 15, 2019.