



DEAN OF FACULTY POSITION DESCRIPTION

Organization Description

Breakthrough Twin Cities prepares under-resourced students for college success and cultivates the next generation of educators. BTC is an independent 501(c)(3) non-profit with two sites in the Twin Cities: Mounds Park Academy (MPA) and St. Paul Central High School in Saint Paul (SPC). Students in our middle school program attend three summers of academic enrichment, where they take classes in math, science, literature, & writing and prepare for their six-year path to college. Students are taught by a diverse faculty of Teaching Fellows: college and high school students exploring the field of education with training and support from Breakthrough. Middle school students attend Saturday programming throughout the school year to continue building their skills, habits, and resumes to become successful high school students. Students complete the program by working 1x1 with a college counselor in 11th and 12th grade, with 100% graduating from high school and getting accepted into college. Breakthrough Twin Cities is an Equal Opportunity Employer.

Position Description

The Dean of Faculty is a part-time, year-round, site-based staff position. The Dean of Faculty is responsible for implementing processes and programming related to Teaching Fellows, Program Interns, and School-Year Coaches at one of our sites. The Dean of Faculty reports to a Program Manager, and works closely with the Dean of Students to provide leadership for a site during the intensive summer program (supported by Program Managers and the Senior Program Director).

During the school-year, the Dean of Faculty supports the recruitment, selection, and enrollment of School-Year Coaches, Teaching Fellows, and Program Interns. The Dean of Faculty also supports Saturday programming and the ongoing training and development of School-Year Coaches. In the Spring, the Dean of Faculty helps finalize site logistics for the Summer program.

During the intensive summer program, the Dean of Faculty provides training, facilitation, and support for Teaching Fellows and Program Interns, helping provide both proactive and reactive training and resources. The Dean of Faculty also ensures that the site logistics run smoothly for programming and evaluation.

Responsibilities:

- Contribute to and implement a shared vision for successful programming during the school-year and the intensive summer program. Collaborate effectively with other Deans and Breakthrough Staff to do so.
- Co-lead a site during the summer alongside the Dean of Students; collaborate with the Dean of Curriculum to support students and Teaching Fellows in the classroom setting.
- Support the training and development of Teaching Fellows, Program Interns, and School-Year Coaches at a site.
- Work with other Deans and the Program Manager to actively recruit, interview, and enroll School-Year Coaches in September.

- Work with other Deans and the Program Manager to actively recruit, interview and enroll Teaching Fellows (recruitment happens October – January, interviews happen in January – March, enrollment happens March – May).
- Prepare site logistics and resources for the intensive summer program (starts in April).
- Assist with additional programming tasks, as assigned.
- Build high-quality, professional relationships with BTC students, families, teaching fellows, instructional coaches, site staff, and partners.

Qualifications:

- Experience working with diverse groups of people
- Excellent interpersonal and facilitation skills
- Excellent written and oral communication skills
- Strong computer and data management skills (experience with Excel preferred)
- Ability to initiate and follow through on ideas; strong leadership and organization skills
- Strong sense of purpose and vision for expanding educational opportunities for aspiring educators and under-resourced youth
- Ability to work effectively with a wide variety of personalities, ages, and situations requiring diplomacy, friendliness, poise, and firmness
- Flexibility and willingness to adjust as needed to best serve the program mission

Preferred Qualifications:

- Breakthrough, LearningWorks, or Summerbridge experience
- Proficiency in one of the following languages: Hmong, Karen, Oromo, Spanish

Terms of Employment:

Dates/Times: This position is hourly, part-time, year-round, and not eligible for benefits.

- School-Year Program (September through May, except December):
 - 10 hours/week, with a mostly flexible schedule (some weeks may be less or more than 10 hours, but will balance out to this on average)
 - Saturday Sessions once a month (7 AM – 2 PM)
 - Some evening recruitment events
- Summer Program (June through early August):
 - Extended Hours
 - 7:00 AM – 5:30 PM for the first two weeks (Orientation)
 - 6:30 AM – 5:30 PM for 6 weeks with students
 - 8:30 AM – 4:30 PM for the last week (Wrap-Up)
 - Occasional Evening Hours & One All-Day Saturday Event

Work Location: Work that is during Saturday or Summer programming takes place on-location at one of our two Saint Paul sites. Some recruitment is done on college campuses in the Twin Cities area. Most other work can be done remotely.

Compensation: \$10.00/hour, with pre-approved over-time during the intensive summer hours (paid at \$15.00/hour)

To Apply: Send an email to apply@breakthroughtwincities.org with the subject line "Dean of Faculty" and attach an updated resumé, cover letter, and two references. Priority will be given to applicants who submit these before Friday, February 22, 2019.