



## **DEAN OF STUDENTS 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 11<sup>th</sup> and 12<sup>th</sup> 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 Students is a part-time, year-round, site-based staff position. The Dean of Students is responsible for implementing processes and programming related to middle school students and families at one of our sites. The Dean of Students is the primary contact for families and students at their site, and work with School-Year Coaches and Teaching Fellows to communicate regularly. The Dean of Students reports to a Program Manager and works with them and AmeriCorps Promise Fellows to respond to student and family needs, including student interventions. The Dean of Students works closely with the Dean of Faculty to provide leadership for a site during the intensive summer program and is supported by Program Managers and the Senior Program Director.

During the school-year, the Dean of Students plans Saturday workshop content for our School-Year Coaches to facilitate with students, and monitors the progress of remote coaching sessions each month. During the intensive summer program, the Dean of Students provides support for students and Teaching Fellows, helping provide both proactive and reactive training and resources.

### **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 Faculty; collaborate with the Dean of Instruction to support students and Teaching Fellows in the classroom setting.
- Support the training and development of Teaching Fellows, Program Interns, and School-Year Coaches in working with students at a site.
- Design Saturday workshop programming during the school-year for middle school students based on Breakthrough curriculum once a month (implemented by School-Year Coaches).
- Monitor the coaching progress of middle school students at a site each month.

- Work with Program Managers, Promise Fellows and other staff to determine and implement student interventions when necessary.
- Support the selection and enrollment of new students and families during the Spring.
- 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 programming with families
- 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. Most other work can be done remotely.

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

**To Apply:** Send an email to [apply@breakthroughtwincities.org](mailto:apply@breakthroughtwincities.org) with the subject line “Dean of Students” and attach an updated resumé, cover letter, and two references.