



## **DEAN OF STUDENTS Position Description**

### **Organization Description**

Breakthrough Twin Cities (BTC) prepares under-resourced students for college success and cultivates the next generation of educators. BTC is an independent 501(c)(3) non-profit with three sites in the Twin Cities: Mounds Park Academy (MPA), Saint Paul Central (SPC), and Chaska High School through Eastern Carver County Schools (ECC). Students in our middle school program attend three summers of academic enrichment, where they take classes in math, science, literature, & writing on their six-year path to college with BTC. 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 participate in programming throughout the school year to continue building their skills, habits, and résumés to become successful high school students. Students matriculate into the College Bound program (grades 9-12) where they receive targeted support for each grade of high school. College Bound students also attend programming throughout the school year and receive the support and mentoring of a School Year Coach. Students complete the program by working 1x1 with a college counselor in 11<sup>th</sup> and 12<sup>th</sup> grades, with 99% graduating from high school and getting accepted into college.

### **Position Description**

**This is a fully in-person position. Breakthrough is not currently supporting remote positions.** The Dean of Students is a full time summer, 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 works with Teaching Fellows to communicate regularly. The Dean of Students reports to a Program Manager in order 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 Program Director.

### **Responsibilities:**

- The Dean of Students is responsible for supporting one grade level at their summer site and supporting the site as a whole.
- 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 and Program Interns in working with students at a site.
- Work with Program Managers and other staff to determine and implement student interventions when necessary.
- Support the 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:**

- Strong leadership, planning, and organization skills
- Ability to initiate and follow through on ideas
- Experience working with diverse groups of people, including students
- Excellent interpersonal and facilitation skills
- Excellent written and oral communication skills
- Strong computer and data management skills (experience with Excel preferred)
- Strong sense of purpose and vision for expanding educational opportunities for student and aspiring educators
- 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 is a temporary full-time hourly summer position (with the possibility to further engage with Breakthrough in the future!).

- Summer Program (Flexible start date, priority is extended to those who can begin onboarding in March or April):
  - Summer Program Dates:
    - Faculty Orientation: 6.13.2022–6.28.2022 (No Orientation on June 18)
    - Student Program: 6.29.2022–8.6.2022 (No classes on July 4)
    - Wrap Up Week: 8.8.2022–8.12.2022
- Extended Hours
  - Pre-summer prep (March/April-May; flexible, non-full-time hours available during onboarding)
    - 7:00 AM – 5:30 PM for Orientation
  - 50 hours/week for the six weeks with students
  - 40 hours/week for the last week (Wrap-Up)

- o Occasional Evening Hours & One All-Day Saturday Event on August 6th

Work Location: Deans of Students will work from at one of three sites for the summer.

- Two sites are in St. Paul
- One site is in Chaska

Compensation: \$18/hour

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