



MIDDLE SCHOOL DEAN (SCHOOL YEAR) 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), Central High School in Saint Paul (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 11th and 12th grades, with 99% graduating from high school and getting accepted into college.

Position Description

The Middle School (MS) Dean is a part-time, school-year position (October - May) with a maximum of about 10 hours per week/40 hours per month available.. The MS Dean is the primary contact for Middle School (7th & 8th Grade) families and students at their site (Mounds Park Academy, Saint Paul Central, and Eastern Carver County) and will be responsible for implementing processes and programming related to School-Year Coaches, High School Community Builders (HSCBs), and students in those grade levels. The MS Dean reports to a Program Manager and works closely with the Program Associate and High School Community Builders to provide leadership for a site during the virtual school-year program (SYP). This position is also supported by Program Managers and the Program Director.

Given that we are conducting a virtual school-year program this year, we encourage candidates residing both in and outside of the Twin Cities metro area to apply if interested.

Responsibilities:

- Contribute to and implement a shared vision for successful programming during the virtual school-year program. Collaborate effectively with other Deans and Breakthrough Staff to do so
- Support the training and development of 7th and 8th grade School-Year Coaches
- Support Middle School School-Year Coaches (maximum 6 per Dean) with their student outreach and case management, as well as any student or family issues that may arise in collaboration with the Program Associate
- Coordinates data & intervention for students at their site in grades 7 & 8 (10 for ECC, 85 for MPA & SPC), with support from their supervisor
- Each MS Dean will communicate with students and families at their specific site (ECC, MPA, or SPC) proactively as well as following up on progress made during programming
- Prepare virtual logistics and resources for the school-year program (starts in October)
- Build high-quality, professional relationships with BTC students, families, School-Year Coaches, the Program team, and partners
- Manage the monthly planning of synchronous enrichment activities including 2 panels and between 6 - 8 virtual community building events with the support of the High School Community Builders (HSCBs) and Program Managers.
- Manage one or two High School Community Builders for your site
- Assists Program Managers with New Student Selection/Enrollment
- Assists Program Managers with TF Selection/Enrollment for their site
- Assist with additional programming tasks, as assigned

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, temporary, and not eligible for benefits.

- October - May School-Year Program (Some additional hours for training/wrap-up in October and May)
- Up to 10 hours per week/40 hours per month

Work Location: We will begin the year virtually with students, working remotely. This has been confirmed through 2020 and will be updated before the end of the year for plans in 2021.

Compensation: \$15.00/hour

Detailed School-Year Responsibilities

Each Middle School Dean would support up to 6 Teaching Fellows, 2 High School Community Builders, and would be the primary contact for students and families at that site (MPA/SPC/ECC).

1. Pre-SYP Responsibilities

- a. Confirm student enrollment in programming and support with logistics for participating in BTC programming (transportation or technological resources)
- b. Manage School-Year Coaches & High School Community Builders enrollment and onboarding assignments, including hiring paperwork, student trackers, brainstorming, relationship-building

- c. Prepare for Faculty Training (logistics, getting workshops ready)

2. Faculty Orientation Responsibilities

- a. Support School-Year Coaches & HSCBs training, community-building, and instructional workshops for your Faculty and in larger combined groups
- b. Support Faculty logistics (technology)
- c. Communicate with students and families at your site around the preparations and start of School-Year Programming.

3. School-Year Program Responsibilities

- a. Lead site logistics, meetings, and trainings
- b. Coordinate student support interventions collaboratively with the School-Year Coaches, Program Managers, and families
- c. Check in monthly with each of your Coaches and Program Interns
- d. Support Site logistics (technology, family support)
- e. Be available to support programming and events as needed

APPLICATION SUBMISSION:

Priority deadline by October 8th 2020. Applications accepted until the position is filled.

To apply, please complete this form: <https://forms.gle/QN8onoaBV4soi9ya9>

All applicants will be contacted for a phone interview. Hiring decisions will be made in early October. Please direct all questions to programteam@breakthroughwincities.org.