



**JOB TITLE:** HIGH SCHOOL PROGRAM COORDINATOR and SUMMER DIRECTOR  
**HIRE DATE:** Fall 2019

### **ABOUT BREAKTHROUGH CENTRAL TEXAS**

Founded in 2002, Breakthrough is a postsecondary access and completion nonprofit with the mission of supporting students to become first-generation college graduates. We start our partnership with students and their families early, in sixth grade, and make a 12-year commitment to helping the student realize their goals of a postsecondary degree. By combining out-of-school learning experiences, advising, and a long-term commitment, we help students overcome barriers to success in the secondary and higher education system. We are student-centric, believing firmly in the potential of all students, regardless of race, ethnicity, gender identity/expression, sexual orientation, national origin, income, or immigration status. We are committed for the long run with students, helping them navigate the transition from middle school to high school to postsecondary institutions with a comprehensive and individualized approach to supporting students on their path to academic success. Breakthrough's programs and services are effective and based in the evidence of research and in the lived experience of our students. Currently, Breakthrough Central Texas annually admits 280 middle school students from Austin ISD, Manor ISD, and Del Valle ISD. By summer 2019, the organization will serve close to 2,000 students from 6<sup>th</sup> grade through age 24.

Breakthrough Central Texas is proud of the many, diverse students who work hard in school and participate in Breakthrough. Credit for their success goes first and foremost to the students and the family members who support them every day. While Breakthrough participants are consistently outperforming their peers in on-time high school graduation, postsecondary enrollment, and postsecondary degree and certificate attainment, the organization recognizes that more needs to be done to improve its programs and services. By 2025, Breakthrough will be serving approximately 3,000 students in Central Texas and it is investing in improving the organization's effectiveness and efficiency while expanding its impact.

### **WHY WORK AT BREAKTHROUGH CENTRAL TEXAS?**

By working for Breakthrough Central Texas, you will help hundreds of students achieve their dreams of success and receive the high-quality education they deserve. Breakthrough is an organization committed to its students and recognizes that our greatest resource to support them is our dedicated and talented staff. If you believe all young people deserve the opportunity to achieve postsecondary success and you desire to work at an organization committed to its employees and building the strongest team culture anywhere, then join us!

### **About the High School Program Coordinator and Summer Director Role:**

The High School (HS) Program Coordinator and Summer Director leads critical programs and services for students on their path to postsecondary success. A primary duty is to advise high school students, and their families, on academic progress, on the steps to applying to, gaining entrance to, and securing financial aid for college, and on overcoming any obstacles, academic or nonacademic, that come their way. In addition, HS Program Coordinators and Summer Directors design and lead engaging programming to provide learning about the path to and through college and are part of a high-performing team. The role includes the responsibilities of both supervision and team collaboration. To achieve the above, the HS Program Coordinators and Summer Directors:

- Design, plan, and lead a high school level summer academy for 60-100 students
- Design, plan and lead Saturday and after-school programs to promote school success and foster a college going culture
- Support students to take academic and non-academic steps necessary to be prepared for college (includes developing college knowledge, seeking leadership and professional skills, preparing for and taking ACT/SAT exams, writing college essays, completing financial aid and college applications, and more)
- Supervise AmeriCorps members, teaching interns, and school-year interns to ensure highest performance and optimal student outcomes

- Manage large groups of students to build a positive learning community aligned with Breakthrough's core values and college-going culture
- Develop and maintain relationships with a diverse group of students and families
- Track student progress and identify critical needs in order to provide timely and appropriate interventions
- Meet and communicate regularly with parents/families on student progress, including conducting regular student/family conferences
- Strategically develop relationships with key partners, including teachers, school administrators, district leaders, counselors, and leaders of other community-based organizations
- Meet regularly and work collaboratively with other staff members and volunteers in order to support students and families
- Support program evaluation efforts and make continuous program improvements to achieve outcomes
- Perform other duties as required

### **About You:**

- Experience in a school or educational non-profit setting
- Experience supervising individuals and teams
- Experience working both collaboratively as part of a team effort and independently with minimal supervision
- A strong ability to plan, develop, and supervise the implementation of curriculum
- A strong commitment to the mission and values of the organization
- A strong commitment to supporting organizational values related to diversity, equity, and inclusion
- A strong desire to learn and grow, with a humility to their own competencies, identity, and positionality
- Ability to work with and motivate a broad spectrum of people (ethnic, socioeconomic, educational, professional, and generational)
- A commitment to and comfort in communicating with individuals who speak a language other than English, in particular Spanish
- Excellent verbal, written and visual communication skills
- Willingness and ability to take initiative as appropriate
- Highly organized with the ability to multi-task and deliver commitments in a timely manner
- A disciplined, strong work ethic and comfort with working non-standard hours (some weekends and evenings)

### **COMPENSATION & BENEFITS**

- Competitive annual salary, depending on qualifications and experience
- Health, dental and vision insurance, Breakthrough pays 100% of employee premiums
- Optional, matching 401K retirement plan available

### **TO APPLY:**

Please submit resume, and a cover letter via e-mail at [openings@breakthroughctx.org](mailto:openings@breakthroughctx.org). Please reference the position you are applying for in the subject line. Breakthrough Central Texas is committed to a policy of equal treatment and opportunity in every aspect of its relations with its applicants, staff members, and families, without regard to race, color, ethnicity, religion, gender identity/expression, sexual orientation, national origin, disability, age, military status, pregnancy, or parenthood.

*Breakthrough Central Texas is an equal opportunity employer and an organization that values diversity. People from all backgrounds are strongly encouraged to apply.*