

Teen Advantage (TA) Assistant Director Job Posting

Steps to Success (STS), a comprehensive school success and college readiness program, is hiring an Assistant Director for its after-school academic enrichment program (TA) at the Lincoln School in Brookline.

TA serves about 15-20 students in grades 7-8. The program runs three days per week (Mondays, Tuesdays, and Wednesdays) from 2:40-5:10. The Assistant Director will also be paid for an additional hour of prep and/or meeting time per week.

The AHU Assistant Director is a part time position (8.5 hours/week). Incumbent will need to be available for employment starting as soon as possible, January 2016 through June 2016.

Program Objectives

- Improve students' study skills, homework quality and completion;
- Engage students in fun, project-based, academically enriching activities that complement and extend school day learning;
- Foster youth development, positive relationships with peers and adults, and greater school connectedness; and
- Introduce students to the value of higher education and the resources colleges provide, through campus visits and activities with a college partner.

Duties

- 1) Work as a team with TA Director/Lead Teacher and Steps to Success Director of Extended Learning Programs to plan and develop positive relationships with and among students, establish a clear sense of structure, and a fun, respectful learning atmosphere.
- 2) Assist students with homework completion, and the skills of organization, prioritization, and work quality.
- 3) Assist TA Director/Lead Teacher in teaching a variety of hands-on project based activities.
- 4) Assist in routines and administrative duties as needed.

Qualifications

- At least 2 years experience working with young people in a school, camp, after school, or residential setting
- Demonstrated commitment to youth development. Ability to work with a diverse population and with students of varying levels of academic skill and engagement
- Flexibility and creativity in relating to students in an after-school setting is essential. Experience with students in middle school age range is important.

Additional Information

- 8.5 hours/week during the academic school year. Competitive, hourly, salary starting in the mid-teens.
- Additional paid hours for half days (programming runs from 12:40-5:10pm), meetings, and professional development trainings.
- Supervised by TA Director and STS After School Coordinator.
- Must be willing to contract for remainder of academic year

TO APPLY:

Send Cover letter, Resume, and Reference List to Sarah Fowler, Steps to Success Extended Learning Programs Director at: sarah_fowler@brookline.k12.ma.us