



Job Title: Middle School Academy – Site Director/Tennis Coordinator—Out of School Time Site

Type: Full Time

Reports To: Director, Middle School Academy

OVERVIEW OF TENACITY

Founded in 1999, Tenacity’s mission is to improve the scholastic, character, and physical development of urban youth through a combination of academic instruction and tennis instruction/competition. The **Middle School Academy (MSA)** is an intensive three year program consisting of academic enrichment, homework help, and tennis/fitness programming. Working in partnership with the Boston Public Schools, the MSA currently delivers an intensive three-year experience for middle school students at four partner schools (Curley (K-8), Frederick Pilot Middle School, McCormack Middle School, and the Mario Umana Academy (K-8)). The MSA currently serves approximately 220 middle school students.

The MSA integrates academic-based programming and supervised tennis activities in a structured, supportive environment. The activities focus not only on building academic and tennis skills but promoting resilience and 21st century skills among young people facing challenges on the path to adulthood. Academic support is guided by MSA Site Directors, who work closely with the teachers at the partner schools to help identify the needs and strengths of each of the students. The curriculum is closely aligned with state and city English Language Arts Frameworks and aims to prepare Tenacity students for future academic success.

Each MSA student makes a three-year commitment to attend the program three or four afternoons per week for 30 weeks, each of their sixth, seventh, and eighth grade school years.

RESPONSIBILITIES:

Work as a team with other leaders, Tenacity Fellows, Volunteers and part time instructors to manage all aspects of the Middle School Academy (MSA) at a particular site. This includes:

Site Director:

- Accountability for the overall success of the site, which includes but is not limited to:
 1. Recruitment, selection and registration of middle school students for the MSA Program.
 2. Maintenance of high student retention rates and site attendance rates.
 3. Meeting expected student achievement goals.
- Supervise and evaluate a diverse team of AmeriCorps Fellows and Family Engagement/Tennis Coordinator.
- Supporting the Family Engagement/Academic Coordinator to ensure that all students and families have two family visits per year to discuss program guidelines, commitment, and student progress.
- Comply with all program requirements including those specified by the Memorandum of Understanding that is set between Tenacity and partner schools.
- Oversee execution of Tenacity’s high school selection process to ensure every 8th grade student is fully engaged in process and meeting requirements (e.g. school visits, applications).

- Build and manage highly effective relationships with the principal, teachers and parents to discuss individual student progress, assessment data and ways to better meet the needs of the students and school.
- Participate in school meetings.
- During the summer, work either in our Summer Tennis and Reading program or perform preparatory work for next year's MSA program as deemed appropriate by the MSA Director.
- Assist with the development and implementation of strategic growth objectives, such as:
 - The addition of new teams of students and staff within existing schools.
 - The addition of new schools.
- Perform additional responsibilities in a specific area of focus (e.g. fundraising, administrative, program, instruction, funder visit guiding etc.) as determined by the MSA Director.
- Create and attend events and activities that may take place in the evening and on weekends.
- Plan and facilitate weekly team meetings that promote clear outcomes and enhanced team coordination and collaboration
- Develop and deliver relevant and meaningful professional development opportunities for site staff.

Tennis Coordinator:

- Ensure effective implementation of Tenacity's Tennis Curricula
 1. Develop and regularly revisit instructional plans for each grade and student based on instructional goals and assessment data.
 2. Supervise the tennis experience by managing and directing volunteers, Tenacity Fellows or part time instructors
 3. Manage behavior and offer one-on-one support to students (and parents) experiencing behavioral, social, or academic difficulties
- In conjunction with supervisors work on the collection of assessment and evaluation data and then use the output from that data to improve program implementation
- Ensure that the tennis/fitness activities are integrated and synergetic
- Help recruit and train volunteers and part time staff
- Participate in school meetings
- During the summer, work either in our Summer Tennis and Reading program or perform preparatory work for next year's MSA program as deemed appropriate by the MSA Director.
- Perform additional responsibilities in a specific area of focus (e.g. fundraising, administrative, program, instruction, etc) as determined by the MSA Director.
- Create and attend events and activities that may take place in the evening and on weekends

QUALIFICATIONS AND EXPERIENCES

Experience:

- Significant instructional and program management experience working with middle school age students that incorporate:
 - Successfully developing and delivering curricula in a classroom or youth development setting with a diverse student body.
 - The understanding of critical and non-negotiable components to effective lesson design for middle school students
 - Classroom management and oversight experience
- 3+ years' experience teaching tennis clinics and/or lessons in large group settings (~30 players)
- Familiarly with the Quikstart teaching method
- Commitment to staying current with state-of-the-art teaching and on-court practices
- Successful experience leading teams of diverse adults to successfully meet

common goals, and in setting a vision for the professional culture of a team of adults.

- Commitment to ensuring equity in the classroom and the gym and to supporting students as they overcome systemic inequities.
- Experience working with multicultural constituents.
- Experience using and developing data/metrics to improve student academic and engagement outcomes.
- Experience mentoring and guiding new/inexperienced staff.

Skills:

- Proven success in classroom/behavior management
- Considerable relationship management skills, particularly working with parents, teachers, and principals in urban public schools.
- Excellent verbal, written and interpersonal communications skills
- Spanish and/or Haitian Creole fluency strongly preferred
- Strong analytic skills
- Well versed in Microsoft Office Suite: Word, Excel, PowerPoint, SharePoint, OneDrive
- Masters in Education or Social Work preferred, additional graduate degrees in social services acceptable, B.A acceptable
- Regular access to a car preferred
- Commitment to developing a growth mindset for professional growth, and staff and student development.
- Unrelenting dedication to narrowing the opportunity gap through unique and innovative learning experiences.

To apply: Please send resume and cover letter to MSAtennissiteleader@tenacity.org. Please be sure to specify the name of the position for which you are applying in the subject line of your email.