



JOB DESCRIPTION

JOB TITLE: Chief of Pathway to Post-Secondary Success

DEPARTMENT: School-Year Pathway to Post-Secondary Success

SUPERVISOR: Chief Executive Officer

Join one of Boston's leading and most successful youth pathway programs! The Chief of Pathway to Post-Secondary Success is responsible for all school-year programming, including academic year integrated and after school curriculum/programs. Reporting to the CEO, the Chief is a critical member of the senior leadership team and leads a team of 13+ staff with six direct reports and an AmeriCorps team.

The ideal candidate will exhibit a strong "passion" to achieve maximum results in the successful delivery of academic year and summer pathway programs serving underserved urban youth and their families. With consistent success rates of 70% in post-secondary enrollment and completion and a 95% high school graduation rate, Tenacity is a leader in the Boston area market. The candidate will be an experienced "servant" leader and avid supportive team member. Other qualities should include an entrepreneurial spirit, attention to detail, mentoring and advising skills, flexibility and innovation, and a successful track record in leading and growing programs serving underserved urban youth.

POSITION OVERVIEW:

Lead Tenacity's comprehensive School-Year Pathway to Post-Secondary Success, serving Boston elementary, middle, high school, and college students (including literacy, life skills, family engagement, academic support, mentoring & fitness/tennis), consistently with Tenacity's strategic plan, and organizational philosophy and values.

POSITION CLASSIFICATION: Full-time, exempt

KEY RESPONSIBILITIES:

Programming

- Lead the Middle School Academy, College Prep/Post-Secondary Services (CPPSS) and Tennis/Fitness teams in the design, delivery, and success of Tenacity's Pathway Programs, ensuring improved results for middle and high school students leading to higher education and/or meaningful career pathways. This includes Program implementation and evaluation of Pathway

programs and Pathway programs staff

Management/Administration

- Ensure an effective, on-going staff recruitment process that incorporates an external marketing plan of continuous recruitment/networking; reviewing current processes and making recommendations to attract a broad candidate pool; and collaboration with the Operations Department to ensure that systems and processes are in place to recruit a diverse pool of candidates
- Responsible for a staff of 13+ with six direct reports (including coordinators and managers) including the provision of feedback and coaching as needed to ensure the program meets its goals and objectives in alignment with Tenacity's values and organizational objectives
 - Up to 20 AmeriCorps members serve in the Middle School Academy
- Serve as a critical member of the Senior Leadership Team and attend Senior Leadership and Board meetings as required
- Organize and implement comprehensive professional development for pathway staff that addresses key teaching and related program and work skills (e.g. core competency, curriculum development, classroom delivery, child advocacy, family engagement, behavior management, supervisory skills, relationship management, and organizational skills). Identify and recruit outside experts who can provide training to staff as needed
- Continually review the "value" of metrics we use to measure our results to determine their impact on our ability to improve our outcomes
- Identify data to be collected and help drive continuous analysis and improvement of output and learnings in collaboration with BPS and individual schools.
- Coordinate processes with Development/AmeriCorps/Management Team to identify program metrics necessary for outcome reporting
- Collaborate with the Tennis/ Fitness Directors to enhance, expand, and execute tennis/fitness programming across our Pathway Programs

Supervision

- Offer weekly supervision to all Tenacity Pathway Staff through formal meetings
- Perform quarterly "rubric reviews" of all Pathway staff on their performance
- Perform individual staff check-ins once per semester
- Perform Performance Review and Goal Setting of all staff
- Along with AmeriCorps Director ensure that AmeriCorps members are well supervised and performing at a high level
- Oversee the recruitment of new students and families
- Along with the Sr. Director of Operations, ensure Pathway program staff have the tools and facilities available to implement effective programming
- Potential future oversight of the Summer Tennis & Reading Program which

provides enriching and enjoyable instruction to youth in racquet sports, fitness, and reading at neighborhood sites across Boston, Chelsea, and Worcester.

Professional Development

- Create a “core competency” development plan for Pathway staff
- Organize and implement professional development for Pathway staff. This includes:
 - Curriculum Development
 - Classroom Delivery
 - Child/Young Adult advocacy skills and Family Engagement
 - Build trusting relationships between parents, Tenacity staff and the partner school.
 - Identify best practices for engaging parents and families in ways to support learning and develop a strategy for sharing these practices across MSA Sites.
 - Behavior Management
 - Supervisory skills
 - Relationship Management
 - Organization and Time Management
- Identify and recruit outside experts who can provide training to staff

Curriculum Development and Delivery

- Oversee lesson plan development and execution
 - Analyze standard test results and supervise creation and execution of student development plans for academic improvement
 - Oversee Site goal setting for academic performance and engagement.
- Curriculum Delivery Review – provide classroom observation feedback and improvement strategies
- Supervise and standardize classroom/behavior management strategies and tools
- Guide the development and execution of Parent Workshops
 - Develop essential parental follow-up and impact strategies to gauge results of workshop content
 - Recruit outside experts to complete program audits

Relationship Management

- Build and expand the relationships with the Boston Public Schools central staff and partner school leadership
- Lead and nurture the development of partner school Principal relationships
 - Schedule and attend regular check-in meetings with Principals
- Ensure strong relationships are developed between Tenacity, parents, and support resources offered by the partner school

- Oversee, with school staff, the planning and implementation of teacher relationship building
- Collaborate with the Directors of the Summer Tennis and Reading Program, which provides experiences to approximately 4,000 children between the ages of 6 –16 at over 25 parks in Boston, Chelsea and Worcester

Ensure Tenacity “Brand Presence” in Partner Schools

- Tenacity signage placed in all schools in a prominent location
- Branded clothing is worn regularly by staff
- Equipping site staff with 30 second elevator speech and materials

Hiring and Recruiting

- Create and implement an “external marketing plan” of continuous recruitment/networking to secure best possible candidates for open Pathway staff positions
- Work with Human Resources to attract a wide range of potential candidates to Tenacity
- Work with Operations Department to ensure that systems and processes are in place to recruit diverse candidates across all Tenacity programming

Programmatic Systems and Processes

- Lead transition process of students in elementary program, who are eligible, into MSA
- Create/maintain calendar and/or system for site observations, performance feedback and quarterly “rubric” reviews
- Create a system for implementation of “summer working groups” in particular content areas in which programmatic improvement for the upcoming school year is deemed necessary
- Collaborate with the AmeriCorps Program Director to support system for “member development” that culminates in a members’ ability to lead a Tenacity Summer Site

Data Analysis and Reporting

- Continually review the “value” of the metrics we use to measure our results to determine their impact on our ability to improve our outcomes
- Work with Operations to ID data to be collected and help drive analysis and continuous improvement of output
- Oversee system of “site reporting” and data management monthly, semi-annually, and annual program reports

Fundraising/Marketing

- Ensure Tenacity's brand presence in Partner Schools with appropriate signage, clothing and materials
- Coordinate processes with Development/AmeriCorps/Management Team to identify internal metrics necessary reporting
- Assist as needed or as directed with activities related to planning, coordinating and holding Tenacity's annual Cup and other fundraising events
- Perform other duties as may be assigned by the Chief Executive Officer

REQUIRED QUALIFICATIONS

Experience

- Minimum 10 years of experience working with urban, under-resourced youth and their families, preferably including classroom experience
- Minimum 5 years' experience advising high school students regarding college and career goals and options
- Minimum 8 years' experience managing and mentoring staff
- Experience using and developing data and metrics to improve student academic and engagement outcomes.
- Track record of nurturing and growing successful partner relationships

Required Skills and Competencies

- A proven, team, and mission-motivated leader
- Effective presentation skills
- Excellent verbal, written and interpersonal communications skills
- Strong analytical skills
- Ability to speak Spanish preferred
- Well versed in Microsoft Office Suite, including Word, Excel, and PowerPoint
- Exceptional attention to detail including matrixes, student data outcomes and data reporting
- Impeccable integrity
- Entrepreneurial spirit
- Goal-oriented
- Adaptable to challenging goals
- Prior work with Boston Public Schools, Charter Schools or private and semi-private institutions preferred
- Prior experience with AmeriCorps a plus
- Valid driver's license and access to a reliable vehicle required

Education/Training

- Master's Degree in education, youth development or related field or equivalent career and educational experience will be considered

To Apply, please email apply@tenacity.org with your resume and cover letter

Tenacity does not discriminate toward individuals on the basis of age, race, gender, color, national origin, ability, religion, marital status, sexual orientation or identity. Tenacity seeks to nurture diversity among its many constituents. When requested, Tenacity will make reasonable accommodations for individuals with a permanent or temporary disability.