



**Job Title:** Middle School Academy - SITE DIRECTOR

**Type:** Full Time

**Reports To:** Middle School Academy Director

### **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 with a focus on life skills. The **Middle School Academy** (MSA) is an intensive three year program consisting of academic enrichment, homework help, study/life skills development 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, 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 21<sup>st</sup> 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. In addition we have an Extended Learning Time model where the program is fully integrated into the school day.

### **DESIRED RESPONSIBILITIES, QUALIFICATIONS AND EXPERIENCES:**

As Tenacity grows to meet the critical needs of Boston's children, it offers a unique opportunity for a talented professional who understands the development of the whole child. The successful candidates will be entrepreneurial, collaborative, possess a commitment to further developing their understanding of how to best support students and families in our communities, "willing to go the extra mile", have a strong desire to lead, possess a willingness to accept full responsibility for a site and be deeply committed to enabling Boston's youth to achieve excellence in the classroom and on-court while imparting life skills and promoting character development to lay the foundation for their pathway to college.

## **RESPONSIBILITIES:**

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

- Ensure that all students are consistently engaged in programming (tennis and literacy).
- Ensure effective implementation of Tenacity's Tennis and Literacy Curricula.
  1. A curriculum is delivered in an engaging and compelling manner by either you or other staff members.
  2. Lessons are objective-driven
  3. Student growth and development are prioritized above all else.
  4. Instructional plans are developed and revised for each grade and student based on instructional goals, assessment data, and student needs.
  5. The classroom and gym are supervised through management and direction of volunteers, Tenacity AmeriCorps Fellows, and Coordinators.
  6. Support is provided to students experiencing behavioral, social, or academic difficulties.
- 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 Program Coordinators.
- In conjunction with supervisors, collect assessment and evaluation data and use output from data to improve program implementation.
- Supporting the Family Engagement Coordinator to ensure that all students and families have at least two family visits per year to discuss program guidelines, commitment, and student progress.
- Ensure that the academic and tennis/fitness activities are integrated and synergetic, especially in the area of life skills development.
- 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 8<sup>th</sup> grade student is fully engaged in process and meeting requirements (e.g. school visits, applications).
- Help recruit and train volunteers and part-time staff.
- 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:
  - a. the addition of new teams of students and staff within existing schools.
  - b 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.
- Promote transition of graduating 8<sup>th</sup> grade students to next stage of pathway (College Prep Program).

### **QUALIFICATIONS AND EXPERIENCES:**

- Significant instructional and program management experience, preferably with middle school age students including:
  - Ability and experience successfully delivering curricula in a classroom or other youth development setting
  - Classroom management and oversight experience
  - Behavior management experience
- Commitment to ensuring equity in the classroom and the gym and to supporting students as they overcome systemic inequities.
- Previous experience working with and leading multi-cultural constituents in an urban setting.
- Strong interpersonal, team development, management, organizational and verbal/written communication skills
- Relationship management skills and experience – particularly working with parents, as well as teachers and principals
- Master's in Education or Social Work preferred, additional graduate degrees in social services acceptable, B.A acceptable
- Proficiency in verbal and written communication, Microsoft Word, Excel
- Bilingual a plus
- Some tennis experience a plus
- Drivers License Required
- Consistent access to a car is a significant plus

To apply: send resume and cover letter to [msasiteleader@tenacity.org](mailto:msasiteleader@tenacity.org).

*We are an equal opportunity employer and do not discriminate based on race, religion, gender, age, sexuality, gender identification, or physical ability.*