



## **Position Description: Associate Director of Elementary and Middle School Programming**

**Organizational Summary:** The Emily Krzyzewski Center is a non-profit organization that serves as a college access hub in Durham, North Carolina, propelling academically-focused, low-income K-12 students and graduates toward success in college through its *K to College* programs while also offering college information and advising support to local high school students through the *Game Plan: College* program. Through broader facility partnerships, thousands of additional students and community members use the Center as a place to convene, learn, and grow. Founded by Duke Men's Basketball Coach Mike Krzyzewski and named in honor of his mother Emily, the Center's mission is to inspire students to dream big, act with character and purpose, and reach their potential as leaders in the community.

**Program Description:** *Pioneer Scholars* is a free, enrollment-based college readiness program designed to build the skills and foster the intellectual curiosity elementary and middle school students need to excel academically and in life. By targeting academically focused, economically disadvantaged students from the Durham community, this program aims to close academic achievement gaps between students from traditionally underserved backgrounds and their peers. Currently serving 92 students through daily out of school programming, *Pioneer Scholars* is supported by the work of both certified teachers and volunteers from a number of community partners. *Pioneer Scholars* programming is individualized to allow academically focused students to explore and accelerate their growth in academic areas of interest, while at the same time identifying and strengthening the academic skills needed to help students get or stay on track to be ready for a rigorous high school curriculum and to meet or exceed college readiness benchmarks. In addition to academic skill building, this program also aims to help students develop as leaders, foster a college-going mindset, and support students' career exploration. Core values of this program include high expectations for students' personal, academic and career success; effective partnership with parents and community partners; and data-informed program accountability.

### **Job Title: Associate Director of Elementary and Middle School Programming**

#### **Qualifications:**

1. Bachelor's degree and a minimum of five years of experience in developing and managing programs for diverse and economically-disadvantaged student populations; experience working with Spanish-speaking families preferred
2. Demonstrated proficiency in designing and implementing high-impact educational programs
3. Expertise in curriculum development, academic benchmarking, and academic intervention strategies
4. Entrepreneurial, innovative and strengths-based approach to program design, youth development and community partnerships strongly preferred
5. Exceptional interpersonal, collaborative, relationship-building, and communication skills as they relate to both adult and youth audiences
6. Familiarity with educational equity and access paradigms preferred
7. Strong leadership, staff, and volunteer management skills
8. Experience in data management and data-informed program evaluation strongly preferred

#### **Job Goal:**

Reporting to the Chief Program Officer, the Associate Director of Elementary and Middle School Programming provides direct leadership and management of the Emily K Center's *Pioneer Scholars* program and related student initiatives as assigned. Effective management of staff, comprised of both certified teachers and volunteers, is central to effective service delivery, as is the development of processes to ensure accountability for student learning gains. The Associate Director will leverage his or her knowledge of the educational landscape to develop programming that increases students' engagement in and ownership of their learning process; builds the academic skills and mindset necessary for long-term academic success; empowers parents to advocate for their students' educational success; connects student learning to positive community and civic engagement; aligns curricular activities with college readiness benchmarks; and promotes positive and meaningful collaborations with schools and community-based organizations. Lastly, the Associate Director will apply best practices in youth development to oversee the development of engaging activities and events that contribute to a college-going mindset among youth and families, and sustained involvement among program participants.



## **Primary Responsibility Areas:**

**Program Management:** Lead all aspects of *Pioneer Scholars* core and supplemental year-round programs and services, ensuring all programmatic components align with Center policies, procedures, and overall mission and values. Coordinate new student recruitment, screening, selection, and orientation process. Cultivate opportunities for parent engagement and empowerment. With support from Evaluation and Programming Assistant, support the implementation of program evaluation systems and processes. Under the direction of the Chief Program Officer, engage in a process of continuous improvement and monitoring of program fidelity and enhancement. Track, evaluate, and report on program performance in accordance with program expectations. Create and manage the *Pioneer Scholars* annual calendar and budget.

**Staff Management:** Serve as the direct supervisor and primary point of contact for the full-time Elementary and Middle School Programming Support Manager, part-time Programming Assistant, and a team of part-time educators and volunteers. Manage and support all staff functions (recruitment, hiring, training, scheduling, data management, performance management, ongoing professional development). Establish clear performance expectations and accountability systems. Lead staff and volunteers to perform at the highest high level.

**Curriculum and Instruction:** Oversee development and delivery of educational model for elementary and middle school students, with particular focus on accelerating student growth in areas of interest and intervening to close academic readiness gaps. Cultivate and develop opportunities for students to connect learning to civic/community and personal interests. Ensure character goals and high expectations are infused throughout the learning environment and process. Establish effective systems and procedures for monitoring student progress, sharing information with parents/families, and ensuring teacher accountability. Provide guidance to staff, ensuring best practices are followed.

**Partnerships and Outreach:** Maintain current and cultivate new community-based partnerships consistent with programmatic goals and values. Serve as first point of contact for the *Pioneer Scholars* program. Represent the Center in community meetings, professional settings, and other outreach opportunities as appropriate.

**Terms of Employment:** Full-time position with health and retirement benefits. Pay commensurate with experience. Some flexibility in schedule. Core programming includes after-school programming during the academic year and day time programming during a portion of the summer.

**Evaluation:** Performance of this job will be evaluated annually.

**To apply:** Submit one document that includes your resumé and cover letter outlining your qualifications and interests to the attention of Dr. Valerie Anderson at [jobs@emilyk.org](mailto:jobs@emilyk.org) with position title in the subject line. Applications will be reviewed beginning December 5, with preference given to applications received by December 18, 2018. Applications will continue to be reviewed on a rolling basis until the position is filled. For more information visit [www.emilyk.org](http://www.emilyk.org).