



## **Position Description: Director of College Readiness**

**Organizational Summary:** Quality educational experiences are essential to preparing students for the future, yet systemic barriers create pronounced disparities in educational opportunities and outcomes. The Emily Krzyzewski Center, a nonprofit organization in Durham, North Carolina, implements four distinct programs designed to build on the academic, career, and leadership potential of students who are traditionally underrepresented in higher education. Collectively, our programs serve students from elementary school through college and equip them with the skills necessary to successfully complete higher education, connect to promising careers, and become agents of change within their communities. We amplify our efforts through partnerships with our local school district, community-based organizations, and universities.

**Program Description:** The Director of College Readiness leads the Emily K Center's Scholars to College program, a four-year college readiness program designed to ensure academically-focused high school students who are underrepresented in higher education have the support and resources they need to achieve their goals in and out of school. The program's cohort-based model is based on five focus areas: college planning, personal management and leadership, academic skill development, career exploration, and socioemotional development. Through a combination of both small group instruction and individual guidance, students receive comprehensive support designed to ensure they fully maximize their leadership potential and ultimately, graduate from high school with college options that best fit their personal, social, academic and financial needs. Parents and caregivers are essential partners in our collaborative work of empowering students to set and achieve their most important personal and educational goals. We complement our direct work with students through collaborations with diverse community partners that address systemic barriers impacting students' holistic progress and success.

### **Job Title: Director of College Readiness**

#### **Key lived experiences, attributes and skill sets sought:**

- Minimum of five years of experience developing, implementing and leading programs serving students who face systemic barriers to educational opportunity
- Minimum of bachelor's degree required
- Connection to and understanding of North Carolina's postsecondary readiness and access landscape strongly preferred
- Evidence of exemplary program and staff management experience
- Exceptional interpersonal and leadership skills
- Expertise in college readiness and college access programming
- Demonstrated ability to utilize data to inform and/or drive decision making and program enhancement
- Demonstrated commitment to infusing racial equity and culturally responsive pedagogy into work with students, families and communities whom society has marginalized
- Familiarity with best practices and model programs in the areas of college readiness, access and success and youth empowerment

#### **Job goal:**

Reporting to the Chief Program Officer, the Director of College Readiness leads the Scholars to College program, overseeing the implementation of college readiness programming for enrolled students. Effective management of a core staff team (4 full time staff, 7 part time staff and seasonal volunteers), strong program planning and administration skills, and the ability to successfully engage and manage community volunteers and partners are central to effective service delivery, as is oversight of the development of high-quality curricula and resources. The Director will leverage his or her expertise in the fields of secondary education, college readiness, culturally responsive programming, and adolescent development to implement programming that builds on students' strengths and skills and results in their readiness to successfully identify and pursue their best-fit college goals.

**Primary Responsibility Areas:**

- *Staff and Volunteer Management:*  
Provide leadership to a team of full-time and part-time direct service staff, including college readiness counselors, curriculum specialists, college advisors, and support staff. Recruit, train, and manage volunteer tutors and academic coaches. Lead recruitment, hiring, orientation, and ongoing professional development for full and part time staff members. Serve as the primary point of contact and decision-maker regarding staff and volunteer needs and issues.
- *Program Management:*  
Lead core and supplementary instructional, advising, and support program components in alignment with best practices related to college access for students within the program's target population. In alignment with the program's goals and framework, develop and implement an annual calendar of programming, including weekly student programming, special events, parent/caregiver empowerment opportunities, and collaborative activities with both internal and external partners. Support the maintenance of program data and evaluation systems and processes. In collaboration with the Chief Program Officer and Chief Operating Officer, create and manage the program's annual budget.
- *Student Services:*  
Facilitate the work of program staff in the areas of individualized advising, cohort management, and curriculum development. Develop accountability measures to monitor and support students' progress towards meeting their goals and programmatic expectations, and provide leadership to staff when additional resources and interventions are needed. Coordinate new student recruitment, interview, selection, and orientation processes. Serve as a point of contact and advocate for students when appropriate. Utilize program and student level data to recommend enhancements and interventions for student support.
- *External Relations:*  
Coordinate with high school partners to ensure alignment of services and advocate for student needs. Cultivate and maintain relationships with university, community-based and programming partners in order to develop and maximize enrichment opportunities for students and support mission-aligned community-based efforts, either leading those efforts or supporting the work of other program team members. Represent the Center in community meetings, presentations, professional conferences and other outreach opportunities as appropriate.

**Terms of Employment:** Full-time position with comprehensive benefits. Some flexibility in scheduled work hours, with programming taking place both during and outside of school hours. Core programming hours include Wednesday and Thursday evenings and occasional weekends. Employment is contingent upon successful clearance of criminal background check. Pay range: mid to upper \$60K. Preferred start date: May 2022.

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

**To apply:** Submit one document that includes your resumé and a cover letter outlining your qualifications and interests to the attention of Dr. Valerie Anderson at [jobs@emilyk.org](mailto:jobs@emilyk.org) with the subject line "Director of College Readiness Position." Priority deadline is March 30, 2022. Applications will be reviewed on a rolling basis until the position is filled.