



Position Description: Director of Elementary and Middle School 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 and resources 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 institutions of higher education.

Program Description: Pioneer Scholars is a free, enrollment-based college readiness program designed to build on the talent, intellectual curiosity and leadership skills of elementary and middle school students in Durham. Through intentional partnership with students who are at, near or above grade level and their families, we aim to help students explore and develop their academic, career and personal leadership interests while building on their academic strengths and addressing gaps. Through daily after-school programming in small grade-based learning groups, student learning is supported by the work of both certified teachers and volunteers from community and university partners. Pioneer Scholars programming is individualized to allow students to explore and accelerate their growth in academic areas of interest, while at the same time identifying and strengthening academic skills needed to help students get or stay ready for a rigorous, college preparatory high school curriculum. Curriculum and instruction is developed and delivered through a combination of teacher-created materials and digital learning platforms, and is informed by periodic academic benchmarking. Socioemotional learning is integrated into programming on a regular basis in order to provide both prosocial skill building and responsive support for students encountering socioemotional or mental health challenges. Additionally, staff work with students and families both to advocate for educational intervention and support and to foster self-advocacy skills when needed. Core values of this program include high expectations for students' personal, academic and career success; effective partnership with parents/caregivers/families and community partners; and data-informed program accountability.

Job Title: Director of Elementary and Middle School Readiness

Key lived experiences, attributes and skill sets sought:

- Minimum of Bachelor's degree required; advanced degree or certification in teaching, educational leadership or curriculum and instruction strongly preferred
- Minimum of five years of experience in developing, implementing and managing programs designed to meet the needs of diverse student populations that are traditionally underrepresented in higher education
- Minimum of five years of experience recruiting, onboarding and managing staff and volunteers, fostering staff development and managing staff performance
- Experience recruiting and working effectively and collaboratively with families from Durham community demographics
- Familiarity with Durham's K-12 education system and institutions
- Demonstrated proficiency in curriculum development, academic benchmarking, and intervention strategies
- Experience in data management and data-informed program monitoring and evaluation

- Experience conducting classroom observations and providing guided feedback and continuous improvement
- Expertise in college readiness and college access programming
- Exceptional interpersonal, collaboration and communication skills with both adult and youth audiences
- Familiarity with culturally responsive pedagogy and racial equity paradigms strongly preferred

Job Goal:

Reporting to the Senior Director of Program Operations, the Director of Elementary and Middle School Readiness provides direct leadership and management of the Emily K Center’s Pioneer Scholars program and related programming initiatives. The role requires effective leadership of a core staff team consisting of a full-time program coordinator, three part-time program assistants, sixteen part-time certified teachers and twenty or more college and community volunteers. Strong program planning, monitoring 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 and implementation of high-quality curriculum and instruction. The Director will leverage their expertise in the fields of education, college readiness, culturally responsive programming, and youth development to implement programming that builds on students’ strengths and skills and contributes to their readiness to thrive in a rigorous college preparatory high school environment with the academic, socioemotional and personal leadership skills required to identify, advocate for and achieve their personal goals. The Director will collaborate with other Center leaders and teams to ensure a consistent approach to empowering parents/caregivers to advocate for their students’ educational needs, connect student learning to positive community and civic engagement opportunities, and promote meaningful collaborations with schools and community-based organizations. Lastly, the 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, foster cultural pride and drive sustained engagement 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 are of highest quality and align with Center policies and overall mission and values. Coordinate new student recruitment, screening, selection, and orientation process. Cultivate opportunities for parent/caregiver/family engagement and empowerment. With support from Data, Evaluation and Impact Specialist, support the implementation of program evaluation systems and processes. Under the direction of the Senior Director of Program Operations, 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 and Volunteer Management:*
Provide leadership and serve as the direct supervisor for the full-time Elementary and Middle School Program Coordinator, part-time program assistants, and a team of part-time educators and volunteers. Manage and support all staff functions (recruitment, hiring, onboarding, training, scheduling, timekeeping, 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 models 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 culturally responsive pedagogy and high expectations are infused throughout the learning environment and process. Establish effective systems and procedures for monitoring student progress, sharing information with parents/caregivers, and ensuring teacher accountability.

- *Partnerships and Outreach:*

Maintain current and cultivate new school, community-based and university partnerships consistent with programmatic goals and values. Collaborate with school partners to design effective recruitment, educational support and transportation services. Serve as the first point of contact for the Pioneer Scholars program. Represent the Center in community meetings, professional settings, and outreach opportunities as appropriate.

Terms of Employment: Full-time position with comprehensive benefits. Some flexibility in schedule. Core programming includes after-school programming from 2:30 to 6pm during the academic year and daytime programming during a portion of the summer. Employment is contingent upon successful clearance of criminal background check. Hiring range: Mid to upper \$60K. Preferred start date: April 2024

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 Ms. Nephitearya Bailey Singleton at jobs@emilyk.org with position title in the subject line. Applications will be reviewed on a rolling basis, with preference given to applications received by March 22, 2024. Applications will continue to be reviewed on a rolling basis until the position is filled. For more information visit www.emilyk.org.