

JOB ANNOUNCEMENT
Tutoring Center Program Director

Mission Graduates (formerly St. John's Educational Thresholds Center) is a nonprofit organization that increases the number of K-12 students in San Francisco's Mission District who are prepared for and complete a college education.

After 35 years serving the community, we've spent the last two years assessing our historical strengths as an organization, identifying service gaps and needs that remain to be filled in the neighborhood, and then working to reposition our organization to fill these needs. Low academic achievement levels, poor college access and success rates, and high levels of misinformation surrounding the college experience in the Mission community led us to launch the College Connect initiative in early 2007. Broadly speaking, this initiative is our formal proclamation that we're committed to getting more kids from the neighborhood into college as a means to achieve economic equity and strengthen the fabric of the Mission community. We work towards fulfilling our mission through a wide range of after-school support services to over 1200 children, youth and families each year. Our vision is to transform the culture of our neighborhood so that college becomes the expectation for Mission families, rather than the exception.

The Tutoring Center (TC) is an award-winning after-school academic enrichment program serving 120 children K-5 **year-round** from Marshall Elementary, and 80 children **year-round** from Bryant Elementary School. Youth who participate in the TC develop a sense of self-confidence in their ability to learn, to speak their voice and to contribute to their community. The program infuses "college messaging" throughout its curriculum to ensure both children and parents alike begin visualizing early for the college experience. This particular position will be part of the Marshall Elementary School team.

Tutoring Center Program Director
1.00 FTE, exempt (some weekends and evenings required)
\$41,000 - \$46,000 annually, DOE
Full Health, Dental & Vision Benefits, Vacation and Sick Time

Anticipated Start Date – May 16, 2011

Reports To: Executive Director

Key Responsibilities & Primary Duties

Program management & evaluation

- Provide vision, strategic leadership and development of Tutoring Center to ensure quality youth development academic and enrichment programming, and ensure that the program aligns with the goals of Mission Graduates AND the goals of Marshall Elementary.
- Create program goals, objectives, outcomes and evaluation instruments before the start of each school year.
- Oversee maintenance of all program records.
- In collaboration with Executive Director, develop and manage annual program budget.
- Maintain knowledge of and ensure full compliance with ExCEL policies and procedures.

Successful goal completion & participant outcomes

- Oversee program evaluation and the utilization of evaluation findings in program development to ensure positive outcomes.
- Assist in preparation of funding proposals and reports to funders.

Supervise staff, consultants & volunteers

- Work with each paid staff member to create Goals Worksheets and Individual Development Plans and monitor at regular intervals.
- Oversee the professional development needs of staff and maintain a current knowledge of the education and youth development fields.
- Evaluate staff twice per year and submit final evaluations to both staff and Human Resources.

- Hire, train, and supervise paid staff.
- In collaboration with other MG team members, oversee recruitment, training and supervision of volunteers and program consultants.

Collaborate with community partners, including parents & SFUSD

- Oversee outreach to youth and families, including creation of all relevant marketing materials.
- Act as primary liaison and collaborate closely with the principal and staff of Marshall Elementary School, as well as ExCel District Coordinator.
- Meet at least monthly with Lead Teacher and School Site Council/Leadership Team to coordinate program design, discuss evaluation and explore ways to align activities with regular school day.
- Collaborate closely with community stakeholders including parents and caregivers, community-based organizations, and SFUSD.
- In collaboration with MG's Parent Partner Director, develop and maintain positive parent relations.

Act as a member of the Management Team

- Work towards goal of creating stronger management unit via intra-agency collaboration and support.
- Fulfills organizational duties as they arise including participating in staff meetings, special committees, event planning and implementation.
- Participation in evaluation processes.
- Participation in staff trainings.
- Other duties as assigned.

Required Qualifications

- 5 years proven experience and ability in working in education and/or youth programs.
- Demonstrated knowledge of and experience with the best practices in youth development program planning, curriculum development, methods of teaching, and evaluation.
- Bilingual Spanish/English required.
- BA or BS required.
- CPR/1st Aid certified is preferred.
- Fingerprint and TB test clearance mandatory prior to hire.
- Experience working in communities of color with low-income populations.

Mission District residents, bilingual Spanish-English and people of color are strongly encouraged to apply.

Please send your resume and a cover letter articulating your interest and qualifications to:

hr@missiongraduates.org

ATTN: TC Director

(No phone calls please; only applicants submitting both a resume and cover letter will be considered)