



Title: Assistant Director of Breakthrough Manchester
FLSA Status: Full-Time, Exempt
Department: Breakthrough Manchester at The Derryfield School
Reports to: Executive Director of Breakthrough Manchester

Organization Profile:

Breakthrough Manchester at The Derryfield School is a multi-year, summer-intensive, tuition-free academic program with year-round support for promising middle school students with limited opportunities. These motivated students – with high potential but limited opportunities - are in turn taught by outstanding high school and college students who are trained and mentored by Breakthrough staff and professional educators. Through this unique “students-teaching-students” model, the program provides a path to college for its younger students while inspiring older students to consider careers in teaching and educational leadership. Breakthrough Manchester is an affiliate of Breakthrough Collaborative, a national network of programs that touch the lives of thousands of youth through this "students teaching students" model. For more information, visit breakthroughmanchester.org. The Derryfield School has been Breakthrough Manchester's most important partner and host since the program's inception in 1991.

The Assistant Director's position is complex and multi-faceted.

The Assistant Director is responsible for the planning and operational management of the overall academic program, including school-year Saturdays and the 9-week intensive summer session. Responsibilities include hiring and supervising seasonal staff, managing interns and/or work-study students, recruiting and retaining students, developing master schedules and transportation routes, tracking metrics of student success, maintaining collaborative relationships with Manchester middle and high schools and with the College Bound Breakthrough program hosted at SNHU, providing logistical support to the Executive Director and assisting with advancement projects and other initiatives that support the overall institutional success of Breakthrough.

- Manage the recruitment and admission process for a cohort of new sixth graders from Manchester public schools each year while also managing the retention of current seventh and eighth graders in the program.
- Manage the selection of area high school students as school-year teachers and advisors to Breakthrough students
- Manage the recruitment, selection and hiring of college undergraduates for the 9-week, paid summer Teaching Fellowship
- Foster a climate that attracts, retains and motivates a diverse year-round and seasonal staff of high-quality people
- Provide active supervision and management of the year-round Breakthrough staff. Manage a dynamic and high-performing team of 35+ seasonal staff and 40+ volunteers
- Develop policies and procedures to support an effective, engaging, high-functioning and efficient organization and that hold participants to high standards
- Ensure effective program assessment and evaluation
- Design and lead or co-lead teacher training sessions, as time and interest allows

- Work with instructional coaches to support and develop the program's young faculty
- Provide leadership and oversight within the program's nine-week summer session and school-year Saturday programming
- Plan and oversee program calendar/schedules, space usage, and logistics
- Supervise temporary and seasonal assistants (work-study students, operations assistants, etc.)
- Assess academic abilities and needs of each student participant and track growth over time
- Support a successful and productive learning community that values high-expectations, perseverance, leadership, and collaboration for both students and Teaching Fellows
- Coordinate efforts with each of the Manchester school district's middle schools and the district as a whole
- Contribute ideas, concepts and artifacts for the development of program materials including brochures, annual reports, and newsletters
- Collaborate with the other sites within the Breakthrough Collaborative
- Collaborate with the Breakthrough high school program based at SNHU to develop annual objectives and better align the student transition from the middle school program at Derryfield to the program at SNHU
- Be a positive ambassador for Breakthrough Manchester, advocating for the program's interests in the wider community.

Qualifications

- Bachelor's degree required; Master's degree preferred
- 3+ years of teaching and/or education administration experience at the middle or high school level, or equivalent work experience
- Prior experience with Breakthrough or similar intensive academic/youth organization preferred.
- Proven management, organizational, and leadership skills, including the ability to initiate and follow through on ideas and complex projects
- Ability to work effectively in many different environments with people from diverse backgrounds (ethnic, socioeconomic, educational, professional, generational)
- Excellent writing and communication skills
- A strong sense of purpose and vision for expanding educational opportunities for youth
- Creativity, enthusiasm and resilience
- Willingness and ability to work flexible hours, including multiple evenings and occasional Saturdays.
- An ideal candidate must possess a rock-solid work ethic and a love for learning, teaching, and the development of adolescents/young adults ages 12-22

Skills and Knowledge

- Strong understanding of issues affecting educational equity and access to higher education as well as an appreciation of stages of adolescence from middle school through college age
- Positive, high-energy, can-do spirit; resilience and perseverance
- Familiarity with college-preparatory curricula
- Poised communicator and motivator; able to write and speak persuasively and to build and empower an effective team
- Excellent organization and leadership skills
- Experience in selecting and supervising people with strong, but still developing, teaching and relationship-building skills
- Ability to work independently and as part of a team with exceptional initiative and judgment
- Proven organizational skills, including the ability to initiate and follow through on ideas and projects, both independently and collaboratively
- Demonstrated ability to manage and sequence complex projects and to anticipate required logistics

- Strategic and respectful "bridge builder" able to foster partnerships with people of diverse socio-economic, cultural, and political backgrounds; cultural humility
- Proficiency with various computer and web-based systems including Google applications and databases

Physical and Psychological Demands

- Must be physically and mentally capable of performing multiple tasks and of consistently functioning well in a fast-paced environment
- Must be physically fit enough to hike with middle school students
- Must be capable of using a visual display terminal with keyboard
- Must have a strong commitment to and ability to execute superior customer service
- Must be able to accept critical feedback and direction in a professional manner
- Must be a team player and consistently exhibit the following qualities:
 - Trustworthiness and the ability to fully trust other team members and superiors
 - Ability to communicate in a timely and professional manner to address conflicts
 - Strong evidence of commitment and loyalty to the program
 - Strong evidence of ownership and accountability for work and mistakes
 - Consistent and superior attention to details and results

The position is full-time (12 months) and qualifies for generous health insurance and benefits.

Compensation:

- Salary is commensurate with experience and degree of behavioral fit with described characteristics. Includes a generous benefits package.

Application Instructions:

Please email your resume, complete contact information (including phone and email) for three relevant references, and a thoughtful cover letter outlining how your skills and experience meet the qualifications of the position. Your cover letter should indicate your salary expectations for this year-round position. Materials should be emailed to Deborah Bremberg for initial review at dbremberg@derryfield.org. Note that incomplete applications will not be reviewed. Review of candidates will begin with applications received by August 1, 2019. Anticipated start date is August 26, 2019. No phone calls please. EOE.

To learn more about Breakthrough Manchester, please visit our website at

<http://www.breakthroughmanchester.org>.

No phone calls please. EOE

Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required.

Revised April 2019