



JOB TITLE: Young Eisner Scholars [YES] New York City Lead Educator

REPORTS TO: Young Eisner Scholars Director of New York City Programs

STATUS: Full-time

ORGANIZATION OVERVIEW:

YES selects high-performing students from low-income communities and equips them with resources, support and academic skills required for success through high school, college, and career. Beginning in 6th grade, YES engages Scholars; intellectual curiosity through a unique curriculum and supports them holistically to ensure their long term success both in and outside the classroom. As Scholars progress through high school and college, they benefit from calibrated programming, including high school and college admissions counseling, summer programs tailored to their interests, and a strong community of peers. In addition to academic rigor, YES provides long-term holistic support services for our Scholars. Through social-emotional support, involvement with family and community, and a long-term commitment to each student's individual path, YES seeks to support students in every aspect of their lives. YES currently operates in Chicago, Los Angeles, New York City, and rural North Carolina.

YES-New York City selects students in 6th grade from Title I public schools in NYC's District 5 (Central Harlem). YES-NYC currently works with roughly 90 students, middle school to college, and is expanding every year.

SUMMARY:

The Young Eisner Scholars **YES** New York City Lead Educators' chief responsibility is to design and lead **YES** sessions for middle school students, with a special focus on high school admissions. This involves curating content and structuring a general curriculum for **YES** in-school, Saturday, winter, and summer sessions. **YES** Educators also provide mentorship outside regular school hours via phone or email to provide extra support. **YES** sessions place an emphasis on learning to evaluate information verbally and through reasoning -- not through rote-learning methods. In **YES**, the process is more important than the end-product or answer; precise thoughts and ingenious questions are highly encouraged. To achieve this, the **YES** Educator should be comfortable leading Socratic style discussions and demanding students to think critically. **YES** seeks students and educators with verbal acuity, unique insights, profound interests, and who demonstrate agency. The **YES** educator's role is to nurture and hone these skills in students, while preparing them emotionally and culturally to participate in the kind of rigorous learning environments they will encounter in high school and college.

YES serves scholars through a cohort-based model that provides support through middle school, high school, college, and career. The New York City Lead Educator will progressively guide students towards opportunities to explore specific interests or areas of study in greater depth. It is imperative that the program coordinator works closely with the national network of **YES** staff, local teachers and administrators, and part-time and volunteer personnel to curate and augment session materials as well as educational opportunities for our Scholars.

RESPONSIBILITIES:

Middle School Academics:

- Prepare and lead **YES** student cohort sessions, number of in-school sessions per week in New York will change depending on the students and organization needs.
- Run and/or coordinate student extra help sessions as needed (tutoring, phone counsel, etc) will also include high school students.
- Spearhead process of interviewing, selection, and on-boarding of new **YES** cohorts.
- Liaise/coordinate with teachers to be proactive about students' academic progress in middle school and to address any issues.
- Confirm **YES** session schedules to ensure students arrive promptly and prepared for the session.
- Co-Plan and co-lead middle school summer program at Columbia.
- Identify summer programs in NYC and nationwide, and help students apply.
- Recommend middle school students for national scholarship programs and provide application assistance, as needed.
- Work with other **YES** educators to continue developing nationwide curriculum.

Middle School Student and Family Support

- Responsible for contacting families of new students to establish ongoing communication and introduce the program.
- Serve as main point of contact for all middle school student and parent concerns; work with **YES** and school staff to resolve student and family issues.
- Schedule and lead meetings with middle school students and families regarding high school planning and high school decision making.
- Coordinate and facilitate the high school application process.
- Connect families to outside resources as needed.
- Identify scholar special needs such as counseling, financial support for dental/medical/vision, conflict resolution/mediation, and mentorship -- refer these issues to the Program Director.
- Oversee issues that result in/from ejections from sessions or suspension from the program.
- Coordinate free Metrocards for field trips and Saturday sessions.

Student Outreach and High School Access Support:

- Develop and maintain strong relationships with Scholars to ensure student accountability and success.
- Maintain effective relationships with the administrators, teachers, and parents (guardians) of **YES** Scholars.
- Meet with middle/high school students for additional academic support, as needed.

QUALIFICATIONS:

- College Degree and two years of working experience, preferably in education
- Proactive; tough; accountable; strong problem-solving and leadership skills
- Ability to work with diverse constituents, both internally and externally
- Demonstrated excellence of oral and written communication skills
- Ability to work flexible hours with strong attention to detail and organization

DESIRED QUALIFICATIONS:

- Expertise in a technical subject such as mathematics, logic and rhetoric, and computer science.
- Adept in test preparation for entrance exams including the SHSAT, ISEE, ACT, and SAT
- Experience working with underserved clients in urban communities
- Self starter who enjoys problem solving and creating new structures
- Spanish language proficiency

Dimensions

YES is an Affirmative Action/Equal Opportunity Employer. **YES** does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information or sexual orientation.

Please forward resumes and cover letters to: [Rebecca Tucker, Executive Director, yesjobs@yesscholars.org](mailto:yesjobs@yesscholars.org)