Title: Assistant Program Director  
Location: Colorado Springs, CO  
Reports to: Carlos Jiménez, Chief Operating Officer, Peak Education

**Position Description**  
The Assistant Program Director serves as a guide and advisor for Peak Education students and families. This position will be the primary staff member supporting cohorts of Peak Education Scholars in our new partnerships at North Middle School and Manitou Springs Middle and High Schools. The position will blend data informed case management, effective relationship building with students, families, schools and other partners to work toward cohort success. They will also develop unique supports for individuals within their caseloads to help them achieve their goals. This position collaborates with Peak Education staff to develop an effective middle and high school classroom-based curriculum and will provide support to an expanded advising program centered on career readiness, navigating the college and scholarship application processes.

**Other Considerations:**

Expect to work in a fast-paced start-up environment where work-life balance is maintained, and staff operate with autonomy to innovate and create. This position will be actively working to increase educational equity in Colorado Springs and develop exemplary practices for other organizations to follow.

**Essential Functions and Responsibilities**

**Case Load Management**
- Develop and maintain meaningful relationships with Peak Education student cohorts, supporting their academic and personal growth as well as their social emotional well-being  
- Maintain positive, regular communication with students’ families, nurturing trusting relationships and collaboratively ensuring students’ success  
- Demonstrate persistence and creativity in outreach to students and families with the ultimate goal of helping students stay connected and engaged  
- Collaborate with other team members to create a seamless layer of support for students and families  
- Maintain positive, frequent communication with partner school staff members as well as representatives from other local youth serving organizations to collaboratively ensure our students’ success  
- Conduct guidance counselor check-ins each semester to further inform individual supports for students and identify additional enrichment opportunities

**Curriculum Implementation and Development**
- Collaborate with Peak Education Staff to develop and implement middle school and high school programming informed by research, partner school offerings and the needs of students  
- Collaborate with Peak Education Staff to develop consistency in programming across schools  
- Schedule speakers, prepare classroom space and coordinate with school partners to ensure program success
Career, College and Scholarship Advising

- Develop college and career readiness curriculum for 9th and 10th grade participants
- Collaborate with the Director of College Counseling on overall high school program development
- Create strategic partnerships with local organizations and industry to increase career understanding as well as create work and internship opportunities for program participants
- Provide coaching to Peak Education mentors around career readiness
- Maintain a college and scholarship counseling caseload (5-10 students)

Data and Reporting

- Oversee collection and analysis of student academic records including report cards, progress reports and Individualized Education Plans
- Ensure accurate and effective data collection and analysis through the daily use of Salesforce student database to inform programmatic decision making and advance students’ success

General Duties

- Assist with the development, implementation and post-program activities for various Peak Education events (family meetings, monthly student programming, fundraising events, Full Steam Ahead)
- Other administrative duties as assigned

Required Qualifications

- Bachelor’s Degree
- Experience working in an educational setting
- School and/or career counseling experience
- Demonstrated strong interpersonal and communication skills
- Demonstrated experience working with students and families from low income backgrounds

Preferred Knowledge, Skills and Abilities

- Master’s Degree in a Human Services related field
- Case management experience
- 3 years of school and/or career counseling experience
- Experience working in a secondary school setting
- Fluency in Spanish

Salary Range and Benefits

- Salary range $45,000-$52,000 commensurate with experience
- Peak Education offers a generous total compensation package including comprehensive health insurance, a health savings account match, and 5% match toward a 403(b) retirement plan

Application Instructions

- Submit a cover letter, resume and three references to Carlos Jiménez at carlos@peakedu.org
- Priority Consideration will be given to candidates who submit application materials by 3/18/20

At Peak Education we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates.