



## Director of High School Placement

### Job Description

#### Overview

George Jackson Academy (GJA) is the only school of its kind in New York City: an independent, nonsectarian middle school for academically capable boys from lower-income and underserved families. The school was created to engage boys from 6th to 8th grade, a time when young men are particularly vulnerable to disengaging from school. Currently, GJA serves more than 120 young men with the goal of fostering an environment that will allow them to succeed academically, socially, and emotionally.

#### Essential Duties and Responsibilities

The Director will lead all aspects of the high school application process for eighth graders, including creating school lists, application timelines, student essay writing, test preparation and administration, interviews, financial aid support and school selection. Additional responsibilities include:

- Hosting parent workshops on interview preparation, financial aid, and the placement process
- Liaising with high school admissions offices to establish and maintain strong relationships
- Communicating with private high school partners regularly to advocate for student applicants
- Serving as the guidance counselor for NYC DOE related tasks related to the high school process
- Providing comprehensive financial aid support (i.e., SSS, TADS) for parents
- Serve on the school's leadership team and provide support to other departments as needed

#### Compensation and Details

- Salary commensurate with experience.

#### To Apply:

Please send resume and cover letter to Jay Underwood, Head of School, [junderwood@georgejacksonacademy.org](mailto:junderwood@georgejacksonacademy.org).