



Title: Center Director

HIGHER ACHIEVEMENT

The Higher Achievement Program, a nationally acclaimed nonprofit organization providing after-school academic assistance to low-income communities, seeks a **Center Director**. The Center Director manages the relationships and operations necessary to run an excellent Achievement Center providing year-round academic programming for up to 100 middle school students. The Center Director works intimately with Center-based staff, parents, scholars, volunteer teaching mentors, Summer Academy teachers, the host school's faculty, and other Higher Achievement staff.

The Achievement Center operates the After-School Academy during the school year and a 6-week Summer Academy. The Center Director is expected to be at his/her Center during its hours of operation and in the office outside of these hours to plan and prepare for optimal center operations.

The Organization

Higher Achievement provides a rigorous after-school and summer academic program that gives youth from at-risk communities their best opportunity to succeed in middle school — and in life. Founded in 1975, Higher Achievement currently serves more than 500 scholars per year and, in partnership with local schools, operates achievement centers in Washington, DC; Alexandria, VA; and Baltimore, MD. Our research-based program challenges middle school students to meet their full potential in three key areas: academics, social skills, and leadership. When students get the skills and support they need to invest in their own success, they discover that they can be scholars. On average, 95 percent of Higher Achievement scholars who complete the program advance to top academic high schools.

AREAS OF ACCOUNTABILITY:

CENTER MANAGEMENT

- Provide comprehensive leadership, planning and administration of Center including: leading and implementing Higher Achievement's program model for up to 100 scholars and providing guidance and discipline for After-School Academy and for 6 weeks during Summer Academy each year
- Implement Higher Achievement's rigorous curricula and support staff in doing so
- Facilitate large-group meetings of 50 to 100 people
- Maintain consistent communication with parents, scholars, teachers, studio leaders, and mentors
- Maintain accurate and submit regular expense records, and manage the Achievement Center's budget

SCHOLAR MANAGEMENT

- Recruit and retain a roster containing between 80 and 100 scholars in Higher Achievement's four-year, comprehensive program
- Recruit scholars for the Center through regular presentations in classrooms, PTA and faculty meetings and local churches
- Work with school principals, counselors and teachers of host facility and feeder schools to ensure positive and productive communication throughout the year
- Regularly collect scholar's academic performance data including their standardized test scores and school grades

STAFF MANAGEMENT

- Supervise and support an Assistant Center Director, interns, and Center-based part-time staff
- Assist with the recruitment, orientation, and support of volunteer teaching mentors and summer faculty
- Manage high school interns and community service volunteers

EVALUATION AND TRAINING

- Provide ongoing assessments, feedback, and support to all Center-based part-time staff
- Use data to provide ongoing assessment of scholars' performance, including in-depth academic evaluations and evaluation of scholar attendance, participation, and social development
- Provide ongoing evaluation of Center operations, including monthly and trimesterly reports
- Facilitate orientations for staff, scholars, and parents

OUTCOMES, PRODUCTS, DELIVERABLES:

- Manage and operate an Achievement Center to the high standards of Higher Achievement's program model
- Create and sustain a positive, fun, yet rigorous learning environment for scholars
- Supervise and support full-time, part-time, and contracted staff according to individual needs
- Initiate and maintain partnerships within the Center's community to improve outcomes for scholars

QUALIFICATIONS:

- Bachelors Degree (minimum)
- 2-3 years work experience with youth in an educational setting
- Strong skills in planning, organizing; written and oral communication
- Interest in community building, mentoring, youth development
- Facility with technology and data analysis
- Experience with middle school students or classroom instruction a plus
- Bilingual in Spanish and teaching experience preferred

To Apply:

More information about Higher Achievement Program may be found at: <http://www.higherachievement.org>.
Resumes should be sent to: resumedcm@higherachievement.org

Resumes will be reviewed as received. Interviews will be granted as interesting candidates are identified. To be considered complete, applications must include a cover letter describing your interest and qualifications, your resume, and your salary requirements. In order to expedite the internal sorting and reviewing process, please write your name (i.e., Smith, Jane) and the position – Center Director - in the subject line of your email.

***Higher Achievement Program is an equal opportunity employer.
Women and candidates of color are encouraged to apply.***