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Office 202.861.7753
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Title: Assistant Center Director

Supervisor: Center Director

Staff Positions Supervised: Volunteers and Mentors

HIGHER ACHIEVEMENT

The Higher Achievement Program, a nationally acclaimed nonprofit organization providing after-school academic assistance to low-income communities, seeks an Assistant Center Director to work closely with the Center Director to ensure high quality program operations.

THE ORGANIZATION

Higher Achievement, founded in 1975, is a non-profit organization that provides year-round academic training for motivated low-income urban middle school students and preparation for top high school placements. The organization has Achievement Centers in the District of Columbia and Northern Virginia and is expanding to Baltimore in 2009. Higher Achievement invests in talent and hard work by delivering over 650 hours annually of rigorous academic training during the most critical time in a child's development: middle school. The organization has received numerous awards, but the most important measure of success is the results achieved by the Higher Achievement scholars.

GENERAL DESCRIPTION:

The Assistant Center Director works closely with the Center Director to manage the relationships and operations necessary to run an excellent Achievement Center providing year-round academic programming for up to 100 middle school students. The Assistant Center Director works intimately with volunteer teaching mentors, scholars, Summer Academy teachers, and other Higher Achievement staff.

Academic programming at the neighborhood Achievement Center operates during a 25-week After-School Academy during the school year and a 6-week Summer Academy. The Assistant 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 center operations.

AREAS OF ACCOUNTABILITY

Mentor And Summer Faculty Management

- Recruit, interview, and train volunteer teaching mentors: outreach to existing and new neighborhood and university partnerships to recruit and train between 60 and 90 volunteer mentors by the opening of After-School Academy
- Serve as the primary contact for all volunteer teaching mentors during After-School Academy and up to 4 teachers during Summer Academy
- Implement Higher Achievement systems for attendance tracking, record-keeping and communication with mentors and teachers:
- Ensure that mentors and teachers are supported as they uphold Higher Achievement's rigorous standards of culture and curricula. Manage all scheduling of volunteer teaching mentors
- Conduct observations of mentoring and classroom sessions and provide feedback and support to mentors and teachers

Event Planning

- Plan for and execute 5 Center special events per year: secure and train judges, assist with scholar prep, design invitations and decorations, coordinate marketing of the event to Center community
- Coordinate logistics of weekly field trips and 3-day university trip in the summer: research special exhibits, establish and orient teachers to the schedule for each trip

Center Management and Support

- Implement Higher Achievement systems for documenting scholar progress. Track scholars' progress throughout the year. Communicate with Center Director and teachers when a scholar is struggling. Provide solutions to improve scholar performance.
- Manage all supplies at Center: take inventory at the start and end of each term. Place supply request to ensure that Center is fully stocked with needed materials
- Support and assist the Center Director as needed: assist with classroom presentations, phone calls, and interviews to recruit scholars. Assist with collecting report cards, standardized test scores, and other necessary paperwork. Assist in communications with families and teachers

OUTCOMES, PRODUCTS, DELIVERABLES:

- The Achievement Center opens each After-School Academy with a full corps of Volunteer and Work-study Teaching Mentors
- Teaching Mentors and summer teachers are supported and are following Higher Achievement's curricula
- Center special events are well-planned, well-attended, and scholars are challenged to participate

QUALIFICATIONS:

- Bachelor's Degree (minimum)- in education, social work, sociology preferred
- Interest in community building, mentoring and youth development
- Experience with middle school students or classroom instruction
- Strong skills in planning, organizing, attention to detail; written and oral communication
- Experience with volunteers or community outreach
- Experience with training and public presentations a plus
- Fluent in English, bilingual in Spanish a plus

To Apply:

More information about Higher Achievement Program may be found at:

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

Resumes should be sent to:

DC Metro: resumedcm@higherachievement.org

Baltimore: resumebalt@higherachievement.org

Richmond: resumerich@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 in the subject line of your email.

Higher Achievement Program is an equal opportunity employer.