



# Breakthrough Saint Paul

Mounds Park Academy & Saint Paul Public Schools

## **MIDDLE SCHOOL STUDENT & FAMILY LIAISON**

The Student & Family Liaison is responsible for ensuring that each Breakthrough student succeeds in the program, in rigorous academic coursework in middle school, and in entering college-prep high school programs. To do so, this position will work closely with parents, public school teachers and administrators, volunteers, and other enrichment programs. Additionally, the Student & Family Liaison oversees many student logistics during BSP middle school summer and school year programming. This position reports to the Executive Director and works collaboratively with the Coordinator of Curriculum & Instruction and High School Program Coordinator.

### **Responsibilities:**

1. Lead annual student recruitment, selection, and matriculation process.
2. Follow Breakthrough middle school student progress in SPPS and collaborate with parents, teachers, and administrators to ensure student success in rigorous classes.
3. Coordinate student logistics for the middle school summer and school year program.
4. Assist the director with carrying out the middle school student evaluation plan.
5. Recruit and train all volunteer tutors for the middle school, school year program.
6. Integrate into the larger Mounds Park Academy community by teaching, coaching, support staff, committees, field trips, student groups, and advisory.

### **Qualifications:**

1. A passion for helping motivated, under-resourced students succeed in honors courses and get to college
2. Excellent interpersonal, presentation, and relationship building skills
3. Strong organizational and time management skills
4. Experience working with diverse groups of people in educational and youth development settings.
5. Ability to deal effectively with a wide variety of personalities, ages, and situations requiring diplomacy, friendliness, poise, and firmness.
6. Ability to take the initiative and follow through
7. Strong writing skills
8. Ability to make a minimum two-year commitment to the position
9. Minimum bachelors degree from a four-year college/university
10. *Preferred:* Breakthrough or Summerbridge experience; proficiency in Hmong and/or Spanish;

### **Terms of Employment:**

Work Hours: SUMMER: Full-time, 6:45 a.m. – 5:00 p.m. Occasional evenings.  
SCHOOL YEAR: 100% FTE, 15 half-day Saturdays

Salary: Competitive salary based on qualifications

Benefits: Full medical, dental, vacation, opportunities for professional development.