



# Breakthrough Saint Paul

Mounds Park Academy & Saint Paul Public Schools

## **PROGRAM DIRECTOR**

The Program Director is responsible for ensuring that the academic quality of Breakthrough Saint Paul remains high at all points during the summer and school year program. This includes designing and overseeing the program's curriculum goals, daily schedule, teacher training process, and mentor teaching model to make sure BSP students get the skills necessary to succeed in SPPS courses of rigor and stay on the college track. This position also oversees teacher recruitment, hiring, and training as well as the design and implementation of the BSP high school program. This position reports to the BSP Director and works collaboratively with the Student & Family Liaison.

### **Responsibilities:**

1. Assume leadership role in setting academic goals for the BSP middle school program during both the summer and school year.
2. Lead aspiring teacher recruitment, selection, and training process for the middle school program during both the summer and school year. Mentor teach at least one subject, and coordinate a team of mentors who will cover the other subjects.
3. With director and advisory board, design and implement an excellent high school program to ensure BSP students stay on the rigorous academic track in high school and succeed in college.
4. Assist with program planning and administration
  - a. Serve on the program Advisory Board
  - b. Assist the director with fundraising as needed.
  - c. Help perform various administrative tasks such as coordinating mailings, filing, copying, record-keeping, and general office upkeep.
  - d. Attend and participate in professional development workshops and conferences related to the position.
5. Integrate into the MPA community by being involved in one or more of the following activities: teaching, coaching, administration or support staff, committees, field trips, student groups, and advisory.

### **Qualifications:**

1. Minimum bachelors degree from a four-year college/university
2. Experience teaching in either a traditional classroom or alternative educational setting
3. Excellent interpersonal, organizational, and facilitation skills
4. Experience working with diverse groups of people
5. Ability to initiate and follow through on ideas and projects, strong leadership skills
6. Excellent written and oral communication skills
7. Work effectively with all segments of the educational community and general public
8. Deal effectively with a wide variety of personalities, ages, and situations requiring diplomacy, friendliness, poise, and firmness.
9. A strong sense of purpose and vision for expanding educational opportunities for under-resourced youth.
10. *Preferred:* Breakthrough or Summerbridge experience; proficiency in Hmong and/or Spanish;

### **Terms of Employment:**

Work Hours: 9-WEEK SUMMER: Full-time, 7:00 a.m. – 6:00 p.m. Some evenings and weekends.  
SCHOOL YEAR: 80% FTE, Some Saturdays

Salary: Competitive salary based on qualifications

Benefits: Full medical, dental, 20 days paid vacation, opportunities for professional development  
Hiring contingent on a clear federal and state criminal background check