



# Breakthrough Saint Paul

## **COORDINATOR OF CURRICULUM & INSTRUCTION**

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

### **Responsibilities:**

1. Assume leadership role in setting academic goals and structures 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.
3. Recruit, hire, and manage a team of professional mentor teachers to support aspiring teachers.
4. Take a lead role in keeping former teachers and mentors connected to the program.
5. Assist the director with creating and carrying out the teacher portion of the evaluation plan.
6. 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. Ability to make a minimum two year commitment to the position
2. Minimum bachelors degree from a four-year college/university
3. Experience teaching in either a traditional classroom or alternative educational setting
4. Excellent interpersonal, organizational, and facilitation skills
5. Experience working with diverse groups of people
6. Ability to initiate and follow through on ideas and projects, strong leadership skills
7. Excellent written and oral communication skills
8. Work effectively with all segments of the educational community and general public
9. Deal effectively with a wide variety of personalities, ages, and situations requiring diplomacy, friendliness, poise, and firmness.
10. A strong sense of purpose and vision for expanding educational opportunities for under-resourced youth.
11. *Preferred:* Breakthrough or Summerbridge experience; proficiency in Hmong and/or Spanish;

### **Terms of Employment:**

Work Hours: SUMMER: Full-time, 7:00 a.m. – 5:00 p.m. Occasional evenings.

SCHOOL YEAR: 60-100% FTE (flexible), 15 Saturdays

Salary: Competitive salary based on qualifications

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

Hiring contingent on a clear federal and state criminal background check

Interested? Email resume and cover letter to Jeff Ochs at [jochs@moundsparkacademy.org](mailto:jochs@moundsparkacademy.org).