



Breakthrough Saint Paul

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 Director and works collaboratively with the Coordinator of Curriculum & Instruction and High School Program Coordinator.

Responsibilities:

1. Follow Breakthrough middle school student progress in SPPS and collaborate with parents, teachers, and administrators to ensure student success in rigorous classes.
2. Lead annual student recruitment, selection, and matriculation process.
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. Assist the director in creating and overseeing the Access Opportunity initiative.
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: 80-100% FTE (can be flexible), 14 half-day Saturdays

Salary: Competitive salary based on qualifications

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

To Apply: Email resume and cover letter to Jeff Ochs at jochs@moundsparkacademy.org. Any hiring decisions are contingent on a clear federal and state criminal background check.