



## **Dudley Promise Corps Academic Support Manager**

### **Program Description**

**Dudley Promise Corps** is a full-time AmeriCorps service program operated by the Boston Plan for Excellence with the mission of increasing student achievement in order to ensure students in Boston are on track to be college- and career-ready, and become responsible citizens who serve their community. Dudley Promise Corps members serve in BPE's Teaching Academies: the Dudley School Neighborhood Charter School (Grades prek-5) and Dearborn STEM Academy (Grades 6-12). DPC members provide individual, classroom and whole-school support as part of school-based teams.

The Dudley Promise Corps is one part of the **Boston Promise Corps**, which also includes the **Boston Teacher Residency**.

### **Position Description**

DPC members provide academic support to students preK-12, through proven small group tutoring using a reading and math curriculum that they are trained to implement. The DPC Academic Support Manager ensures high quality implementation of this initiative.

This full-time, exempt position reports to the Boston Promise Corps Program Director.

### **KEY RESPONSIBILITIES**

The responsibilities of the DPC Academic Support Manager include, but are not limited to, the following:

- Leading the high-quality implementation of robust academic support models at both schools, leveraging proven reading and math curriculum
- Working with the Boston Promise Corps Program Director and school leaders to plan and lead school-based academic support professional development sessions for members.
- Providing targeted coaching to DPC members, including regular member observations and individual check-ins aimed at supporting members in developing their capacity to provide effective academic student support.
- Implementing student reading and math assessments, tracking student progress, and adjusting academic support curriculum as needed.

- Maintaining smooth operations of the academic support programs at both schools, including scheduling, documentation and materials.
- Meeting regularly with school administrators, teachers and staff to ensure successful academic support program implementation.
- Managing additional tutoring part-time volunteers at both schools as needed.
- Documenting efforts in order to identify best practices and inform program development.

#### **Additional responsibilities**

- Working with the Boston Promise Corps Program Director to lead the 7-week summer orientation and training for DPC members (beginning July 6, 2021), as well as regular all-corps professional development sessions throughout the year.
- Providing data and support to the Boston Promise Corps Program Director for AmeriCorps site visits, funding reports and proposals.
- Participating on the DPC Selection Committee.

#### **KEY QUALIFICATIONS/ SKILLS**

- Deep commitment to social and racial justice and to BPE's mission.
- At least three years of work experience in education.
- Interest in math education and a strong understanding of math skills and concepts (preferred).
- Proven ability to develop strong relationships with students and adults.
- Experience with program design, development and management.
- Experience working with diverse populations.
- Detail-oriented and organized.
- Ability to multitask and be flexible in a fast-paced environment.

#### **Compensation**

Salary commensurate with experience. Generous benefits package, including group health, dental and life insurance, retirement plan, and vacation allowance.

#### **To Apply**

Please visit <http://bpe.atsondemand.com/> to submit an application for consideration.

*BPE is an equal opportunity employer and is committed to fostering a diverse and inclusive workplace.*