



## Director of Academic Support Services Position Description

*Horizons for Youth is a community committed to helping children recognize and achieve their full potential. In partnership with dedicated parents, we provide need-based scholarships, one-on-one mentoring, tutoring and various enrichment programs. We currently serve 250 children in from K-college from both private and public schools.*

The Director of Academic Support Services will manage the support services for all elementary and high school students. Primary duties include academic monitoring of students, supporting Diverse Learners (currently 30% of the Horizons for Youth student population), and tutoring program management. This position supports one of our strategic plan initiatives to create a robust Diverse Learner Program.

This position will work in close collaboration with the Program Managers and will report to the Chief of Staff.

The Director of Academic Support Services position is full-time with a flexible work schedule of 40 hours per week. Some evening and weekend hours are required. The position includes paid vacation and health, dental, vision, and life insurance benefits, with 100% of employee premiums paid by Horizons for Youth.

### Job requirements:

- Bachelor's degree required, Master's degree preferred.
- Five to seven years of work experience in education or a related field that included managing school partnerships and family relationships.
- Experience managing IEP and 504 plans.
- Excellent written and verbal communication skills.
- Strong time management and conflict resolution skills required.
- Understanding of and commitment to the empowerment of families from low-income areas and experience working with diverse communities is critical.
- Considerable organizational skills, time management and interpersonal skills, sensitivity and personal initiative required.

### Responsibilities include:

#### A. Academic Monitoring

1. Identify students in need of academic support through review of various measurements, including report cards, NWEA/Aspire testing, in-house assessments.
2. Track the academic progress of all students and recognize any needs for interventions, such as tutoring, data is tracked in Salesforce.
3. Work with Program Managers to develop goal setting strategies for students to achieve their personal academic goals.

## B. Diverse Learner Support

1. Manage the process for IEP/504 plan recommendations and approvals.
2. Work closely with our partner, Cognitive Solutions Learning Center, to schedule all psycho-educational testing and attend all meetings for this process.
3. In coordination with Program Managers, attend any school meetings for diverse learners.
4. Conduct in class observations to identify and support diverse learners.
5. Manage teacher support and training at partnership schools for best strategies for supporting diverse learners.
6. Lead the Diverse Learners Advisory Committee and work with this committee to develop robust parent and student support services (such as parent to-parent mentoring and student coaching).
7. Assist with the planning and daily on-site management for diverse learners in the Horizons for Youth Summer Academic Program (takes place for four weeks each summer).

## C. Tutoring Management

1. Arrange tutoring support for students with academic needs via one of three avenues:
  - a. Professional tutors for students with diverse learning needs – hire and manage tutors
  - b. Volunteer tutors – place, train, and manage tutors identified by our Volunteer Manager
  - c. Partnership agencies – assess service delivery, cultivate organizational relationships, and place students as appropriate
2. Provide tutoring content recommendations for volunteer and paid tutors, as needed.
3. Co-Lead (with the Program Manager) the internal assessment plan and implementation plans given both at the beginning and end of each tutoring year and pre/post Summer Academic Program

## D. Other Duties as Assigned