



## Dean of Students 2020 Summerbridge Program

### BREAKTHROUGH OVERVIEW

[Breakthrough Providence](http://breakthroughprovidence.org) is a year-round, academic program who pursues a dual mission to: increase academic opportunity for highly motivated, underserved students and get them into college ready to succeed; and inspire and develop the next generation of teachers and educational leaders. Breakthrough Providence is a part of the national [Breakthrough Collaborative](#), comprised of 30+ sites across the country and Hong Kong, working to bridge the opportunity and achievement gap for students and teachers. Historically, over 90% of our student body is of color; nearly 85% are low-income; almost 60% speak a language other than English at home; and about 60% will be the first in their families to attend four- year colleges.

The intensive six-week summer program for rising 7th and 8th graders is a key component of Breakthrough's effort to ensure students are on an academically rigorous path through middle school while also focusing on their social-emotional health. Summer programming consists of core academic classes (math and English) as well as leadership and identity development.

### ROLE RESPONSIBILITIES

Each summer we hire a temporary Dean of Students to work closely with the Middle School Program Director and support our young teachers while working directly with our 7th and 8th grade students. The Dean of Students is the primary contact person for all student-related concerns and their role is crucial in maintaining an atmosphere of scholarship and community at Summerbridge. The responsibilities of the Dean of Students include:

- **Shepherd Student Support System with Middle School Program Director**
  - Work closely with the Middle School Program Director to develop strategies and interventions for students that need support related to attendance, behavior, or academics.
  - Establish and maintain lines of communication between Breakthrough Providence and the families we serve, specifically around upcoming events, program updates, and student concerns
  - Be an active presence at all Summerbridge activities including meals, All Summerbridge Meetings (ASM), and events
  - Perform administrative tasks related to the aforementioned responsibilities
- **Support Students-Teaching-Students model**
  - Train and support teachers in developing individual strategies for student support and/or classroom management
  - Liaise between teachers and the student support team to create and evaluate student support plans as needed
  - Monitor and follow-up on student incident reports with relevant students, teachers, and support staff
- **Coordinate Kid Talk, Advisory, Family Time and related documentation**
  - Oversee the planning and execution of Family Time blocks
  - Monitor and analyze student Advisory documentation to identify areas of growth and areas needing further support
  - Facilitate weekly Kid Talk meetings with teaching teams discuss and problem-solve student concerns

### DATES & HOURS

Pre-Summer:

- April-June (flexible hours)
  - Orientation to position and onboarding to assist in summer planning

Summer:

- Teacher Training
  - June 17 - June 26
  - Typically 8am-4pm M-F
  - Student/Family Orientation Day on Saturday, June 20 9am-12pm and 1:30pm-4:30pm
- Summerbridge
  - Monday, June 29- Friday, August 7
  - Celebration on Saturday, August 8 6pm-8pm

Wrap-Up Week:

- Tuesday, August 11 - Thursday, August 13



- Staff are only required to be on campus 9am-12pm on Tuesday
- After the aforementioned time, staff have the flexibility to accomplish the following, but not limited to;
  - Complete all relevant evaluations, exit interviews, and documentation
  - Assist the Administrative Team in other wrap-up work

### QUALIFICATIONS

The ideal candidate for this position is a current educator or graduate student studying education, social work, or other field related to direct service with and for youth populations. They should have a strong desire to work collaboratively with others to create and maintain systems for teacher and student support. Other student support personnel are also strongly encouraged to apply. Specific qualifications include:

- Bachelor's degree in psychology, education, child development, or a similar field
- Experience working with diverse middle-college students
- Experience working with a variety of others towards the same goal
- Excellent writing, organization, and technology skills including knowledge of Microsoft Excel and Google Apps
- Spanish/Other Language(s) proficiency highly preferred
- Prior Breakthrough experience is welcomed but not required
- Ability to work occasional evening and weekend events as needed

### QUALITIES

- **Team player**, with the ability to develop trusting relationships quickly and sincerely
- **Student-centered** with instincts to listen to and elevate the voice and contributions of young people
- Ability to maintain clear boundaries with middle school students and to apply rules fairly and consistently
- A strong sense of purpose and vision for expanding educational opportunity and promoting educational equity, particularly for low-income students of color
- **Culturally competent**, with knowledge of the -isms and how structural inequality impacts our daily lives
- Emotionally intelligent, with awareness and sensitivity to address individuals' mental, physical, and intellectual health needs
- **Professional**, with strong problem-solving skills and flexible attitude
- Ability to thrive in a small, fast-paced non-profit environment that values collaboration, creativity, strong work ethic, and spirit
- Authoritative, with ability to make quick decisions that have the best interest of individuals and the BTP community in mind
- **Humorous**, with the ability to be silly and laugh at oneself

### SUPERVISION

The Dean of Students will report directly to the Middle School Program Director. You may expect formal and informal, weekly and daily check-ins respectively.

### COMPENSATION

- \$4000 stipend paid in three installments
- Financial support with transportation can be provided

### APPLICATION INSTRUCTIONS

Interested candidates should send their cover letter and resume as attachments to [apply@breakthroughprovidence.org](mailto:apply@breakthroughprovidence.org) by **Thursday, February 27th, 2020**. Please include the position for which you are applying for in the subject of the email.

### FOR MORE INFORMATION

If you have additional questions or wish to get more information about our organization please go to our website at [www.breakthroughprovidence.org](http://www.breakthroughprovidence.org) or email [apply@breakthroughprovidence.org](mailto:apply@breakthroughprovidence.org) with the position you are inquiring in the subject of the email.

**We look forward to seeing your application to join our Summer 2020 Team!**

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The summer Dean of Students may also opt to serve during Breakthrough Providence's School Year Program for internship credit. For more information please let us know during the interview, if selected, or email us.