



### **Breakthrough New York Overview**

Breakthrough New York is a tuition-free college preparatory program that makes a six-year commitment to highly motivated, low-income middle school students. We support our students on their pathway to college by providing academic enrichment and guidance from grades 6-12, including a rigorous summer program while they are still in middle school. Our unique “students teaching students” model focuses on selecting and training exceptional college students to serve as Intern Teachers in our summer program, inspiring them to pursue careers in education. Breakthrough seeks to hire an Assistant Director for each site (The Town School in Manhattan and Bishop Loughlin Memorial High School in Brooklyn) in Summer 2012 to plan for and oversee the implementation of the summer program.

### **About the Assistant Director position**

The summer program at Breakthrough New York has two main goals: to increase our middle school students’ achievement through rigorous academic programming, and to deepen our community bonds through developing positive participation and leadership in our students. Each day of the summer program looks much like a typical school day for students, with four academic classes (writing, literature, math, and science), two electives, a structured “homework time” at the end of the day, and two community meetings. All students are also engaged in a High School Options curriculum once per week to expand their knowledge of the high school application and placement process. Additionally, throughout the summer we hold six Special Events: Diversity Day, Spirit Day, Olympics Day, Options Day, Open Mic, and Celebration.

Each Breakthrough New York site is helmed by a Middle School Director. During the summer, the Middle School Director builds a staff which will include: an Assistant Director, 2-4 Instructional Coaches (professional teachers who oversee departments of Intern Teachers, one of whom also serves as Dean of Students), 8-24 Intern Teachers (college students who are trained to co-teach academic classes), and 1-3 Program Assistants (high school students who serve as administrative interns throughout the program).

#### **The Assistant Director’s main responsibilities will include:**

- Pre-plan for programming logistics of the summer program, including scheduling, transportation, food service, facility use, technology needs, supplies, etc.
- Assist in the creation, revision, and implementation of curriculum – both academic classroom curriculum, and community meeting curriculum.
- Work with the Middle School Director to prepare for implement pre-summer training for Instructional Coaches and Intern Teachers.
- Participate and/or lead faculty meetings during pre-summer training, and during the summer program.
- Support in the tracking and monitoring of student assessment data, attendance, homework completion, and program participation of every student.
- Manage logistics for community events, including Morning Meeting and All School Meeting, parent conferences, Pathways to Education panel, and all Special Events throughout the summer
- Assist with staff feedback and development, including Praise/Prompt conferences and Exit Interviews
- Communicate proactively with Middle School Director and other Breakthrough staff to align efforts and ensure successful program
- Manage quality and completion of final evaluations of students, Intern Teachers, and Instructional Coaches during Evaluation Week
- Work with Middle School Director to collate a final post-summer report to summarize all assessment data and program reflections and recommendations
- Other tasks as directed by Middle School Director



**Qualifications**

- Bachelors degree required, Master’s degree preferred
- 2+ years of teaching experience or equivalent work experience preferred
- Strong commitment to the mission and values of Breakthrough’s summer program
- Comfort and confidence in working with the middle school, high school and college age groups
- Ability to develop and improve systems to improve efficiency and effectiveness
- High level of organization with the ability to multi-task and manage own time to meet goals
- Willingness and ability to take initiative as appropriate
- Disciplined, strong work ethic and comfort with working non-standard hours during the summer
- Ability to deliver positive, constructive, and honest feedback, both written and verbal
- Creativity, energy, and commitment to excellence
- Professional demeanor and attitude
- Prior experience with a Breakthrough summer program is highly desirable

**Schedule of Assistant Duties**

<p><b>Pre-summer</b> April-June, ~25 hours</p>	<ul style="list-style-type: none"> <li>• Attend Instructional Coach training: Saturday, May 19, 8:00 AM – 5:00 PM, and one more day TBD based upon schedules of hired Instructional Coaches</li> <li>• Meet individually with Director post-training to discuss pre-summer planning</li> <li>• Review Intern Teacher pre-summer assignments</li> </ul>
<p><b>Intern Teacher Training</b> June 11- 27 (Monday – Friday) 8:00am – 6:30pm</p>	<ul style="list-style-type: none"> <li>• Attend and assist in as much of Intern Teacher Training (O-Weeks) as possible – minimally attend 3-4 afternoons (4:30pm-6:30pm) per week</li> <li>• If possible, lead training sessions on summer logistics and student management</li> </ul>
<p><b>Six-Week Summer Program</b> June 28-August 3, (Monday – Friday) 7:00am-5:00pm</p>	<ul style="list-style-type: none"> <li>• Participate and/or lead daily faculty and staff meetings</li> <li>• Oversee Program Assistants’ to collect data and manage schedule and set up logistics</li> <li>• Meet regularly with Middle School Director and Instructional Coaches to discuss teacher and student progress, and identify areas of priority</li> <li>• Oversee daily community meetings – lead or delegate leadership</li> <li>• Manage planning and logistics of all Special Events and non-academic programming</li> <li>• Serve as contact for all scheduling, logistics, supply, and technology issues</li> <li>• Take on tasks as needed and work with initiative to ensure smooth summer program</li> </ul>
<p><b>Evaluation Week</b> August 6- 10, 9am-4pm</p>	<ul style="list-style-type: none"> <li>• Oversee completion of student, Intern Teacher, and Instructional Coach evaluations</li> <li>• Meet with Middle School Director to discuss all summer data performance and any recommendations for future summer programming</li> <li>• Assist in compiling final summer program report</li> </ul>

**Compensation**

Assistant Directors will receive a stipend of \$4,500, to be paid in three installments during the summer.

**How to Apply**

To apply, candidates should submit a cover letter and current resume or CV detailing their interest in the position and specific evidence of their qualifications to: [facultyselection@btny.org](mailto:facultyselection@btny.org)

For more information, please visit [www.breakthroughnewyork.org](http://www.breakthroughnewyork.org) or call 917.432.3078

Breakthrough is an equal opportunity employer, and we hire without consideration to race, creed, religion, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.