



**Job Title:** Director of High School Programs, Steps to Success, Inc.

**Organizational Overview:**

Steps to Success (STS) is a public-private partnership consisting of Brookline Housing Authority (BHA), the Public Schools of Brookline (PSB), and the nonprofit Steps to Success, Inc. (Steps, Inc.) that seeks to create equitable outcomes for low-income students, particularly those living in Brookline's public housing. Steps to Success begins work at grade 3 and provides holistic support for students through college. We have a proven track record in narrowing the achievement gap between low-income students and their higher-income counterparts in Brookline.

The mission of the nonprofit partner, Steps, Inc., is to promote equity for students from low-income families in Brookline by expanding their horizons, building upon their skills, and supporting their educational journey to maximize their life choices. The nonprofit fulfills its mission through out-of-school time programs, such as after-school, vacation programs and camp access, career readiness through paid internships and workshops, family engagement, and college success through advising, mentoring, and financial aid access.

**Position Overview:**

The Director of High School programs is **a new position within the nonprofit partner Steps, Inc.** The Director of High School programs will be charged with working with PSB staff at the high school to design and implement expanded high school programming that will lead to successful school, college, and career outcomes. The shared goal at the high school level is to increase college matriculation and lay the foundation for continued success beyond high school.

Steps, Inc. and PSB have developed a year-by-year vision for high school students that outlines academic, out-of-school time, and social-emotional goals. The Director of High School Programs will be responsible for working with our PSB partners to develop strategies and programming to help students achieve their goals.

**Steps, Inc. will focus primarily on out-of-school experiences and alternative post-secondary pathways within the partnership, while PSB will lead on academic outcomes. Both partners will collaborate on areas such as college exploration, post-secondary planning, social-emotional skill development, and the transition to college.**

This position will supervise Steps, Inc.'s High School Pathways Manager, focusing primarily on summer work experience and post-secondary planning. The Director will also work closely with Steps, Inc.'s college team to support the transition into college and concentrate on college retention. The Director of High School Programs reports to Steps, Inc.'s Executive Director.

### **Specific Position Responsibilities:**

#### **Partnership Management:**

- Managing relationships with PSB's high school staff and ensuring a smooth partnership.
- Work with PSB's high school staff to refine the vision, clarify roles, and identify strategies to meet goals.

#### **Program Development and Management:**

- Work with PSB partners to leverage existing resources toward goals.
- To fill gaps, design and implement new workshops or other strategies (e.g., financial literacy, parent workshops, college exploration), alone or in partnership with PSB.
- Expand college visits and exposure to college for Steps students.
- Supervise Steps, Inc.'s High School Pathways Manager to ensure students have work, summer opportunities, and post-secondary options.
- Work with Steps, Inc.'s Director of College Success Initiative to ensure a smooth transition of students from high school to college, including submitting FAFSA.
- Support the development and implementation of the STS Alumni Association with the College Success Initiative team.

#### **Data Management and Reporting:**

- Develop metrics to track progress and oversee reporting toward high school partnership goals.
- Provide timely submission of required data for STS grant reports.
- Conduct end-of-semester student satisfaction surveys and compile results into a report.
- Maintain engagement and attendance records for student participation in workshops and programs.

#### **Misc:**

- Attend and assist in planning annual STS events, including Recognition Ceremony, Step Up Celebration, Pride Day/Back to School Day, and CSI Day.
- Other duties as assigned.

#### **Education and Experience:**

- Bachelor's degree in education, sociology, liberal arts, humanities, or related field. Master's preferred.
- Excellent organizational, verbal, and written communication skills.
- 4+ years of supervisory experience and leading programming.

**Skills and Qualifications:**

- Understanding challenges faced by low-income and first-generation undergraduate students in pursuit of degree completion.
- Experience working with high school and college students.
- Demonstrated experience with managing a partnership and collaboration between stakeholders.
- Knowledge and experience with the design and implementation of high school programs.
- Knowledge of financial aid and admissions policies for college and other post-secondary options.
- Experience working with a diverse student population is preferred.
- Ability to work cooperatively with both high school and undergraduate institution personnel.
- Enthusiasm to find new and innovative ways to work with students to achieve their potential.

**Compensation:**

- Salary Range of \$70,000-\$80,000, plus benefits.

Steps, Inc. does not discriminate concerning race, color, origin, gender, political affiliation, disability, sexual orientation, or religion.

To apply, please send a resume and thoughtful cover letter to Juan Cantu - [jcantu@stepstosuccessbrookline.org](mailto:jcantu@stepstosuccessbrookline.org)

Hours are typically 9-5 pm, with the possibility of a remote work day. Flexibility is required based on high school events and programs.

We anticipate that the review of applications will begin in the first two weeks of December on a rolling basis.