



## Academic Director Job Description

**Path to College** is looking for a caring, dedicated, and experienced leader to join our team in Palm Beach County to enjoy a rewarding career helping to improve the lives of others!

**The Academic Director** will help run our academic fellowship and college prep program in the implementation of our organization's mission:

To enrich the academic growth and increase the competitiveness of low-income, high-achieving students in college admissions.

This person must have strong leadership and communication skills; the ability to multitask while providing supervision and guidance to students and mentors; and the ability to provide support and advice as needed.

This is a full-time (40 hrs/wk) position. On-call and the ability to work a flexible schedule is required. Bilingual preferred.

### **The Duties and Responsibilities of this position include but are not limited to:**

- Work in tandem with the Executive Director with general program management.
- Monitor program and student compliance to all company policies and procedures and all regulatory standards.
- Assist in recruiting, interviewing, and the onboarding of students and in facilitating contracts with schools.
- Develop educational processes and policies to meet curriculum goals.
- Develop educational and training materials, presents educational materials on various aspects of program to stakeholders, and other community outreach liaison work.
- Ensure the development and implementation of academic and mentoring program plans and activities.
- Plan and facilitate high-quality career and college prep workshops and events, student orientations, trainings and community workshops, recognition policies and programs for student achievement.
- Develop community partnerships to enrich the academic program, including strategic mentoring, internship, and academic achievement opportunities.
- Work with students one-on-one and in group settings to help set and maintain college and career goals and timelines.
- Supervise and train SAT tutors and monitor SAT curriculum and outcomes.
- Support and participate in college-access focused community related activities.
- Maintain best practices in program operation and development
- Interview and recruit teacher ambassadors to help integrate program within school operations.

- Assist in the development of data collection methods to report and monitor program activities, analyzes data to determine if the activities provided are meeting program goals.
- Fulfill duties and responsibilities of the Executive Director in a temporary acting capacity in the absence of Executive Director.

**To be considered for this position you must have the following Qualifications:**

*You must have 1 (one) of the following:*

- A master's degree & 1 year of paid experience working directly with adolescents. OR
- A bachelor's degree & 2 years of paid experience working directly with adolescents; OR
- An associate's degree or 60 credit hours & 3 years of paid experience working directly with adolescents.

*You must have all of the following:*

- At least 1 year supervision/management experience.
- College admissions expertise and in-classroom education experience.
- Expert computer skills, file management, and, preferably, design experience
- Ability to work flexible hours to meet program's needs.
- A valid driver's license, good driving record, and access to a reliable vehicle to attend trainings, and meetings.
- Be able to travel to trainings/meetings upon request of executive director.
- Submit to and pass a Level 2 background check.

**Together we can help ALL the BEST students get to ALL the BEST schools.**

**Path to College** is proud to be an Equal Opportunity Employer supporting Workforce Diversity.

**To apply**, please send a resume and cover letter to [apply@pathtocollege.org](mailto:apply@pathtocollege.org)