



Position Description: College Readiness Manager

Yonkers Partners in Education (YPIE) is a nonprofit organization located in Yonkers, NY who partners with students to ensure they are ready for, enroll in, and complete college. We confront the challenges of a low-income, urban school district by providing families with equitable access to the critical tools and services necessary for college success.

Given the ongoing challenges of the pandemic, it is imperative that candidates for this position be adaptable, persistent in their work with students, and able to work/teach both remotely and in-person.

Job Mission:

The YPIE Scholars Program is focused on preparing students with the academic and life skills needed for college success. A College Readiness Manager provides academic interventions and facilitates programming that builds student skills in academics and beyond.

College Readiness Managers are assigned a cohort of students across one or more high schools in Yonkers and tasked with leveraging an array of academic intervention strategies and resources to ensure 100% of assigned Scholars are engaged and ready for college. College Readiness Managers also facilitate academically-rooted YPIE Majors in order to foster students' passions and facilitate academic, socio-emotional, and pre-professional growth for all Scholars. Daily responsibilities include:

- *Academic Intervention Work:* Directly tutor and coach 80-120 YPIE Scholars across one or more high schools, and incorporate volunteer Graduation Coaches, YPIE College Zone academic help, and other supports to ensure assigned Scholars become ready for college.
 - Tutor Scholars and facilitate learning in core subjects to foster academic readiness
 - Develop and execute intervention plans while counseling each Scholar around social/emotional health, self-awareness, and self-management
 - Coach each Scholar around accessing resources and connect Scholars to crucial internal and external supports as necessary to support Scholars in achieving their goals
 - Manage YPIE Scholars' assigned Graduation Coach volunteers to support Scholars' growth & obtain 8.5/10 average score on end of year volunteer survey
- *Programming:* Facilitate pre-professional, academic, and/or social and emotional learning programming to ensure all YPIE Scholars meet college readiness goals.
 - Plan, coordinate, and facilitate one or more career-pathway programs (["YPIE Majors"](#))
 - Plan and execute daily lessons to ensure that 100% of Scholars reach academic program goals, leveraging areas of academic expertise to support tutoring needs
 - Plan and execute life skills and pre-professional programming, special events, electives, team building program, and additional interventions



Application Requirements:

Please submit the following application materials by email to Max Silverman at msilverman@ypie.org:

- Resume
- Cover Letter
- References available upon request

Strong Applicants will possess:

- An outcomes-focused orientation
- Experience in teaching, program design, counseling, social work, or related field
- Experience with and commitment to ensuring equity for a diverse population of students
- Experience working with, tracking, and analyzing data to target student support and evaluate effectiveness
- Proven organizational and program tracking skills
- Ability to navigate partnerships with diverse stakeholders
- A car and a willingness to travel to program sites
- Flexibility to work some evening and weekend hours as student needs arise
- Spanish fluency a plus