



Director of High School Initiatives

About PASA

The Providence After School Alliance's (PASA) mission is to expand and improve quality after-school, summer, and other expanded learning opportunities for the youth of Providence by organizing a sustainable, public/private system that contributes to student success and serves as a national model. PASA's middle school initiative, the AfterZone, and high school initiative, the Hub, knit together a network of partners from the public and private sector including the city, school department, community providers and businesses. By maximizing cross-sector strengths and resources, PASA engages middle and high school youth in a variety of expanded learning opportunities that spark their curiosity, connect them to real world experiences, and allow them to explore their interests that inform career pathway experiences from middle through high school. For additional information on the PASA, go to www.mypasa.org.

PASA is seeking a full-time Director of High School Initiatives. The Director will lead PASA's new Career Pathway design and planning process involving faculty from 2 schools, consultant experts, community partners, as well as PASA and District staff. The Director will be responsible for managing PASA's core high school initiatives: the Hub which runs after school programs as part of 21st Century Community Learning Center at Juanita Sanchez Educational Complex and 360 High School and the credit-bearing Advance Course Network after school classes which are grounded in hands-on, work-based experiences and are funded by the RI Department of Education. The Director of High School Initiatives will report directly to PASA's Deputy Director.

Major Roles and Responsibilities

Planning & Operations

- Manage the Hub staff, including coaching, day-to-day supervision, training and ongoing professional development
- Lead career pathway design and implementation planning process in two high schools (360 and Juanita Sanchez) involving faculty, consultant experts, district and community leaders as well as PASA staff
- Work closely with major foundation and government funders such as RIDE and the Barr Foundation
- Support faculty and administration in navigating RI's revised high school graduation requirements and council designations
- Support and grow relationships with program providers, industry partners, schools, youth and families
- Manage the Hub's budgets, including tracking day-to-day expenditures, the creation of expense reports, and expense forecasting in collaboration with PASA's CFO
- Spearhead the ongoing refinement of and connections between the Hub's program models of club and credit-bearing opportunities
- Work with PASA senior staff to ensure systematic and programmatic connections between the AfterZone and the Hub

Quality Improvement

- Prioritize the ongoing evaluation of youth, program, and system-level outcomes with PASA's Deputy Director to monitor project goals and outcomes for performance management
- Support the ongoing sharing of best practices with high school partners and connect partners to relevant trainings, and professional development opportunities
- Ensure the ongoing alignment of ACN program curricula with RIDE requirements and national academic standards



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Communications and Systems Building

- Represent PASA at national meetings and conferences focused on high school activities
- Actively engage stakeholders in advisory work groups that help inform and shape the growth of the high school initiative
- Foster relationships with Providence's Office of Economic Opportunity to inform a partnership strategy for summer and school year career pathway work for high school students throughout Providence

Qualifications:

Required:

- a) BA Education or related work experience with at least 4 years supervising education and enrichment programs with high school-age youth
- b) Proven experience in youth development and community-based programs
- c) Ability to interact and positively engage with high school students and community partners.
- d) Experience facilitating planning and program design and implementation work with school administration and faculty, as well as community and state policy leaders
- e) Ability to serve as a senior manager overseeing an initiative serving 300 high school youth
- f) Experience managing budgets
- g) Experience working in community-based and education programs, with a clear understanding of urban education, after school and career pathway policy issues
- h) Strong writing and communication skills
- i) Experience supervising staff
- j) Experience working with high school youth or in a school setting
- k) Highly proficient with technology (Microsoft office, Google Drive, etc.)

Desired:

- a) Knowledge of high school national design and innovation work and familiarity with student centered learning and competency-based learning approaches and research
- b) Working knowledge of Providence Schools and Providence communities
- c) Fluency in Spanish (or other languages)
- d) Experience working in public high schools
- e) Experience working with databases, online resources, etc
- f) Master's degree or equivalent, along with 3+ years of related professional experience

Remuneration

- The salary range is the mid \$50Ks plus benefits, depending upon experience.
- **To apply for the position**, please submit a current resume along with cover letter to:

Eric Collins
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PASA is an Equal Opportunity Employer

PASA prohibits discrimination in employment, educational programs, and activities on the basis of race, color, religion, gender, sexual orientation, national origin, socioeconomic status, disability or handicap, age, marital status, family responsibilities, political affiliation, veteran status, gender identity/expression, domestic partnership status or HIV status. PASA also affirms its commitment to providing equal opportunities and equal access to PASA facilities.