



**College Bound Program Coordinator  
@ BTH Connect**

**Mission:** Breakthrough Houston’s mission is to prepare students who possess high academic potential, but limited educational resources, for competitive high school programs and college admission. In addition we train the next generation of teachers through our “students teaching students” model.

**Vision:** At Breakthrough Houston, we envision a day when all children will have equal access to quality education and teachers who are committed to students’ academic success.

**Overview of Breakthrough Houston Programs**

**Summer:** The Summer Program runs for 8 weeks and begins with an intense 2 week long orientation for the teachers, followed by six weeks of classroom work for the rising 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grade students in literature, writing, math, science and electives. It ends with a 3 day evaluation week for the teachers.

**School Year:** The School Year Program meets 12 Saturday mornings during the school year and includes English and Math classes and tutorials. BTH also provides tutoring for any student making a grade of 80% or below to ensure that each student has the high GPA required for admission to a competitive high school and eventually to college.

**College Bound:** The BTH College Bound Program is part of our six-year commitment to our students. This program strives to ensure that each of our students remains on the path toward college admission with a mentor match program, SAT/ACT prep classes, career and college counseling, and help with summer opportunities and resume building.

**Principal Responsibilities and Duties:** Refine and deliver grade specific college readiness programming for Breakthrough Houston Connect high school students according to internal logic and strategic models considering relevant student college readiness indicators and student/family needs. Though the program will currently be serving only 9<sup>th</sup>-10<sup>th</sup> grade students with ~50 students per cohort, it will grow into a full 9-12<sup>th</sup> College Bound high school program, serving ~200 students by 2021.

- Set BTH College Bound for workshops college readiness sessions using either the afterschool/on campus or Super Saturday models, with the equivalent of ~40 hours of intentional programming offered to students throughout the school year.
- Meet with 8<sup>th</sup> grade students and families to discuss college preparatory high school options within Connect site parameters, and high school application/admission processes.
- Determine best practices for student data tracking regarding: BTH College Bound Program enrollment and participation, student and family contact information, high school placement and course enrollment, and program feedback from students and families.
- Maintain personal contact and engagement with all high school students to identify any unmet needs of the students and advice regarding college readiness.
- Develop and identify resources to help encourage, promote, and support student academic excellence and mental health and wellness.
- Deliver customized ACT/SAT/PSAT Prep and “College Knowledge” summer program for high school students.



- Serve as primary resource for Breakthrough high school students and families for guidance about college readiness endeavors.
- Recruit volunteer mentors for interested students yearly, and plan/host mentor/mentee orientation and mentor/mentee workshops, outings, and events.
- Collaborate with Breakthrough National on curriculum development and best practices
- Support Program Director with school year and summer programming as needed.

Future expectations:

- Meet with all 11<sup>th</sup> grade students and families to begin discussing college list and applications.
- Meet with all 12<sup>th</sup> grade students and families to discuss college admissions and matriculation options, and financial aid for college.

**Ideal Qualifications:**

- Bachelor's degree or higher
- 3+ years related professional experience, preferably in education
- Experience working with adolescents, young adults and families
- Familiarity with the Breakthrough model and/or KIPP/YES Public Schools
- Proven organizational skills, including the ability to initiate and follow through on ideas and projects
- Ability to work effectively in many different environments with people from diverse backgrounds
- Proficiency in Spanish preferred
- A strong sense of purpose and vision for expanding educational opportunities for youth

**Start Date:** September, 2019

**Compensation:** Salary dependent on experience with college access and readiness.

Interested applicants should send a resume, cover letter and minimum salary requirement to:

Kathy Heinzerling, [kheinzerling@sjs.org](mailto:kheinzerling@sjs.org)