



**Position Description: COLLEGE READINESS MANAGER - GearUp**

*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.*

**Job Mission (Readiness Management):** The YPIE Scholars Program is focused on preparing students academically for the New York State Regents and SAT/ACTs, and with the life skills needed for college success. We currently seek a College Readiness Manager to inspire students and change their lives by:

- Case managing each student’s individual needs to ensure 100% of YPIE Scholars are college ready by incorporating volunteer Graduation Coaches, YPIE College Zone academic help, and other YPIE supports.
- Teaching math or science daily at the YPIE College Zone.

**Job Mission (GearUp Coordination):** The goal of the YPIE GearUp Program in 11th grade is to prepare students for college by increasing college awareness and access for high school juniors at Gorton High School and Lincoln High School.

**The College Readiness Manager is responsible for achieving the following outcomes:**

*Teaching Outcomes*

Plan and execute daily subject area content lessons to ensure that 100% of Scholars reach academic program goals (GPA growth, Regents performance, etc.)
Plan and execute life skills program, special events, electives, team building program, and additional interventions to ensure that 100% of students achieve life skills program goals
Complete all GearUp deliverables detailed in GearUp Proposal 2018-2019

*Case Management Outcomes*

Case manage 80-100 YPIE Scholars at assigned high school to develop intervention plans, coach each Scholar around accessing resources, counsel each Scholar around social/emotional health, and ensure that 100% of YPIE Scholars make academic and non-cognitive growth
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*Program Management Outcomes*

Manage YPIE Scholars assigned Graduation Coach volunteers to support Scholars’ growth and obtain 8.5/10 average score on end of year volunteer survey
Use organization systems to measure outcomes, track activities, and evaluate outcomes for YPIE Scholars on an ongoing basis and to report on program progress 3 times per year

*GearUp*

**College & Career Advising**

The YPIE Team at Gorton High School and Lincoln High School will invite 100% of GearUp cohort for college & career advising through:

- College Process 101 workshop to kickoff the school year
- Office hour one-on-one meetings to make college lists, create a career path, create an individual application plan, work on the college essay
- College Essay Day
- College Application Day

**Naviance/CollegeGreenLight**

All GearUp students will have a Naviance account to explore colleges, create college lists, and begin college applications.

**Collaborative Team Meeting**

At the beginning of the year, YPIE Team will work with the Gorton and Lincoln guidance counselors and Manhattan College partners to coordinate services for target students.

**College Essay Professional Development**

Coordinating two professional development sessions around the college essay for the relevant Gorton and Lincoln teachers.

**YPIE Family Workshops**

Two college and career workshops open to parents/guardians and students throughout the district. Topics include: financial aid 101; unlocking the mysteries of college admissions; comparing different college options; and how to make the most of the college experience. This workshops will be made available to all parents/guardians and students in the GearUp cohort.

**College Rep Visits/College Fairs**

100% of GearUp students will be invited to meet with and learn about college options. A minimum of 15 college admission counselors will visit the YPIE College Center for information sessions and interviews.

**College Visits**

100% of GearUp students will be invited to visit at least 1 college. YPIE will work with district-wide GearUp coordinator to plan college trips as budget allows.

**SAT Prep**

Helping Gorton and Lincoln administrators coordinate SAT prep vendors/teachers.

**Reporting**

YPIE will produce 3 student and activity reports during the school year.



## Requirements

- Cover letter and resume emailed to Sharena Taylor, YPIE Dean of College Readiness, at [staylor@ypie.org](mailto:staylor@ypie.org)
- A minimum of 1-2 years previous teaching experience
- Experience working with a diverse population of high school students
- Flexibility to work daily from 10am - 6pm and until 7pm once/week and some weekend hours
- A car to travel to the program site.