



## College and Career Readiness

### Manager

**Job Category:** Full-Time, 40 Hours/Week

**Reports to:** Director of Family Engagement

**Compensation:** Salary and Benefits – TLC provides competitive salaries and a robust benefits package.

#### Position Summary:

Lead Teton Literacy Center's College and Career Readiness (CCR) program efforts, including the oversight of Funding Futures at Teton Literacy Center. Serve as lead for developing new strategies and enhancing our current programs and touchpoints for students K - 12th grade and their families. Ensure we are connecting all program areas including Funding Futures, Enrichment, Tutoring and Family Literacy and shaping pathways for student success. Develop and evaluate curriculum and program offerings, coordinate staff communications and collaboration, coordinate events and parent communication. Build partnerships, provide student counseling, and ensure program effectiveness.

#### Priorities

- Organizational & Program Leadership
- College & Career Readiness Oversight
- Funding Futures Oversight

#### Essential Responsibilities:

##### Program Leadership, Quality & Strategic Planning

###### **Program Leadership & Team Management**

- Alongside other Director of Operations and other program managers, lead the Afterschool Program Team.
- Oversee team schedules, meetings, logistics, and cross-program alignment.
- Establish and maintain systems that support a healthy, effective team dynamic.
- Provide support needed to ensure instruction and program implementation are aligned with TLC expectations, quality standards and program goals.

###### **Instructional Support & Staff Development**

- Collaborate with the Instructional Coach to train and support tutoring and CCR staff.
- Provide guidance, support, and professional development to staff and volunteers with a particular focus upon tutoring and college and career readiness programming.
- Ensure staff have the resources and guidance to deliver high-quality lessons for students across tutoring and CCR programs.
- Facilitate ongoing training, observations, and mentorship to enhance instructional quality.

###### **Program Planning & Continuous Improvement**

- Develop and monitor program action plans and push forward continuous improvement initiatives.
- Facilitate curriculum development and professional development with the Instructional Coach to align tutoring and secondary programs with desired outcomes.

###### **Data Management & Evaluation**

- Document and report program outcomes for annual evaluations, reports, and grant compliance.

##### Implement Quality Programs with Secondary Students

- Serve as lead and point-person for TLC's College & Career readiness efforts, including but not limited to: leading the CCR team; overseeing the intentional creation and implementation of program offerings; supporting and implementing student recruitment and enrollment; and ensuring clear communication and coordination of CCR program efforts with all TLC programs and work.
- Design and implement program efforts to support students' post-secondary success for 6th-12th grade students.
- Create a continuum of support that provides a menu of opportunities for secondary students to retain their relationship with TLC, from academic mentoring, small groups, workshops and volunteer opportunities:
  - Create small group structure and lead small groups, integrating TLC's Roadmap to College website
  - Write and build out lessons for 8-12th students in academic mentoring
  - Develop and build upon current volunteer and internship opportunities
  - Supervise secondary tutors to ensure student growth
  - Plan and supervise grade-level workshops throughout the year
- Support the transition from high school to college for TLC graduating students, including the oversight of Funding Futures bonuses and opening individual 529 accounts to receive funds.
- Offer one-on-one support in collaboration with other staff, as needed, to families.
- Oversee the Student Advisory Board to give students a voice in the development of policies and processes that affect them.

## Management and Oversight of Funding Futures Program

- Serve as lead and point-person for TLC's Funding Futures (FF) program, including but not limited to: leading the FF team; leading family communication efforts for enrolled families; supporting student retention; and coordinating the efforts of all FF team members to ensure implementation in a successful, responsive, collaborative, and timely manner.
- Develop and create benchmark incentives within the Funding Futures program to support positive student behaviors and build student engagement.
- Develop communication tools for students and families to strengthen engagement in Funding Futures. Manage student engagement and retention, which includes communication with parents and families.
- Deepen the understanding of Funding Futures within TLC programs and create alignment. Work collaboratively with TLC staff to understand student needs, deepen the integration of Funding Futures, and connect secondary programs to other core TLC areas.
- Oversee the Funding Futures incentive program. Alongside the Funding Futures Advisory committee, develop annual incentives as well as measure student progress annually in June to make account deposits in July.
- Oversee tracking systems and student data tools related to students 6-12th grade.

## Cultivate New and Existing Partnerships

- Enhance partnership with TCSD and AVID offerings to align services and supports and build on collaborative momentum.
- Maintain and where necessary, deepen, existing relationships with TLC partners.
- Explore new partnership opportunities that would allow TLC to best serve students and families.

## General Responsibilities

- Foster innovation and creativity within TLC and the community by encouraging new ways of thinking and working, sharing best or promising practices from others, and creating a safe environment for risk-taking among staff and students.
- Participate in and lead professional development for and with all staff. All programs work within a continuous improvement model and staff are expected to learn and grow in their own practice. Share best practices with volunteers and families through online content, workshops and personalized 1-1 check-ins.
- Support grant writing and reporting, according to contract terms, as required.
- Participate in and support organizational events and fundraising efforts.
- Share management of TLC and offsite spaces, including cleaning, maintenance, updates, and organization.

## Success Looks Like

- Students in grades 6–12 are engaged and progressing toward college and career goals.
- Student data is consistently used to guide program decisions and track outcomes.
- Funding Futures students and families are aware of and actively pursuing bonus, incentive, parent engagement, and financial literacy opportunities.
- Tutors, staff, and volunteers are trained, supported, and aligned with program goals.
- CCR and Funding Futures programs are integrated with TLC's overall offerings, with innovative strategies enhancing impact.

## Ideal Candidate

- Student-centered with a strong sense of ownership and initiative.
- Skilled in teaching, organization, and communication.
- Comfortable managing multiple responsibilities and adapting to change.
- Creative, adaptable, and able to improve or implement new programs.
- Open to feedback and committed to continuous improvement.
- Able to think creatively and solve problems independently and collaboratively.

**Perform other duties as assigned by the Executive Director, Director of Family Engagement and Director of Operations.**