



## **DIRECTOR OF ASPIRE**

### **JOB POSTING**

**DEPARTMENT:** Aspire FLSA Status: Exempt  
**REPORTS TO:** Head of School  
**POSTING DATES:** May 6, 2019 – June 15, 2019

#### **Organizational Overview:**

The Aspire Program of Hathaway Brown School is a tuition-free academic enrichment and leadership development program for high achieving girls in grades 6-9 from low-income communities in the greater Cleveland area. Founded in 2002, Aspire specifically seeks to work with young women of tremendous potential who come from under-resourced schools and are limited in exposure to higher education. Over the course of four summers beginning just after fifth grade, girls who attend Aspire participate in a variety of leadership building activities in academic classes and exploratory workshops. During high school, each Aspire graduate is able to take part in out-of-school time programming designed to make college more accessible. Aspire increases a girl's awareness and investment in her learning, leadership, and choices.

Aspire also offers high school, college and graduate school students an introduction to teaching in an innovative environment. Aspire recruits potential teachers from the nation's leading colleges. These young people work together with experienced teachers to implement creative, engaging classes. Aspire develops their awareness of the components of a high quality education, thereby leading them to be effective advocates for education and consider teaching as a career. Aspire is equally committed to being an agent of change around issues of educational inequity.

For more information, please visit [www.hb.edu/aspire](http://www.hb.edu/aspire).

#### **Position Overview:**

Aspire is seeking an experienced, dynamic leader to run an innovative program that for eighteen years has influenced the futures of high-achieving girls from under-resourced schools. This individual will develop middle and high school program components to tap the leadership of young women and expand their educational opportunities from middle school through their completion of a college degree. The program director will also have primary responsibility for the teacher mentoring program which cultivates teaching talent in high school, college and graduate school students.

In accordance with Hathaway Brown's mission, the organization's policies, and applicable laws, the Director oversees all matters relating to students, faculty, parents, curriculum, advancement, and research for the Aspire Program. The Director is a member of the Administrative Council and works in a positive and supportive manner with the Division Directors, Director of Communication and Marketing, Director of Advancement, and CFO to ensure the best for all students. It is a full-time twelve month administrative appointment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned:

- Create a cohesive and strong learning environment within the program. Model strong leadership and a clear understanding of the goals and mission of this program.
- Implement the overall program, including curriculum, planning, logistics, schedule, transportation, field trips & special events
- Encourage the highest level of engagement from students (130+), alumnae (400+), parents/families, and 35 seasonal staff.
- Work collaboratively with local elementary schools to identify students and conduct the admissions process.
- Seek ways to cultivate community and encourage collaboration among participants through year-round communications, web initiatives, and events.
- Design and implement programming for high school and college alumnae that makes college more accessible and supports students as they persist through degree attainment.
- Hire, manage, evaluate and lead a staff (35+ individuals). Guide teachers to create a joyful and energized community of learners, ensuring balance and appropriate expectations.
- Create and maintain external partnerships, locally and nationally, between the program and the community to support the development of best practices, identify sources of funding, and position Aspire as a national leader in out-of-school time learning.
- Manage the program budget (300k annually), fundraising, communications, and grant writing to ensure strong brand presence and the sustainability and longevity of the program
- Oversee the Aspire Advisory Board and execute the strategic plan.
- Manage an Administrative Assistant, the MyAspire learning management platform, and regularly update the Aspire website.
- Track individual student and teacher progress in the database, using a variety of tools including surveys, interviews, the web site and social media platforms to gather information.
- Evaluate the program using established and researched methods and metrics which measure program successes. Communicate both qualitative and quantitative outcomes in the annual report.
- Work cooperatively on Administrative Council and Division Directors teams to ensure consistency as an HB program.

## **QUALIFICATIONS**

- Demonstrated passion and energy for youth and an understanding of the challenges facing girls in under-resourced schools.
- Visionary, creative leader who is highly motivated and self-directed and can efficiently plan and execute projects. The energy to work in a flexible and fast-paced environment.
- A problem solver with strong management skills and an ability to insightfully approach community issues.
- Effective communicator who can write and speak persuasively to inspire participants, increase program visibility and gain support.
- Experience in developing a budget (\$300K+) in accordance with an organization's priorities. Demonstrated diligence in budget oversight. Proven fundraising and development skills.
- Versatility and comfort using a wide variety of computer technologies, including spreadsheet, database, word processing, and web-based tools.
- Must be honest with unquestionable integrity.

- Must be able to work during the summer months and on some evenings and weekends throughout the academic year.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and in the spirit of learning not just for school but for life. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

Master's degree (M.A.) or equivalent preferred; or five or more years teaching and/or youth development experience or training; or equivalent combination of education and experience. Experience at Aspire or other innovative program designed to improve educational access and address educational inequity preferred.

Interested candidates should email referrals or resume, cover letter and educational philosophy along with 3 professional references to: [hrstaffing@hb.edu](mailto:hrstaffing@hb.edu).

An equal opportunity employer, Hathaway Brown believes that a multicultural perspective is an essential element of a 21<sup>st</sup> Century education, and values diversity in its student body, faculty and staff. Compensation and opportunities for professional growth are exceptional.

Hathaway Brown is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. The representation and full engagement of the diverse points of view of individuals with varied life experiences is a source of strength and wisdom that enriches the learning environment and fuels innovation and growth, particularly as students are prepared for lives of strong character, public service, and leadership.

This is a full time position that offers a competitive salary based on educational and work experience and a generous benefits package.

**Hathaway Brown School, HR-DA**  
19600 North Park Boulevard, Shaker Heights, Ohio 44122

Visit us at [www.hb.edu](http://www.hb.edu) for more information!

Equal Opportunity Employer