

F¹ST GRADUATE

JOB ANNOUNCEMENT

SITE LEAD, MIDDLE SCHOOL

Founded in 2001, First Graduate's mission is to help students become the first in their families to graduate from college, ready to pursue careers that are meaningful to them. Through a combination of academic support and instruction, high school and college counseling, individualized coaching, and career exploration, First Graduate engages young people from 7th grade through their college graduation. We provide our students with the long-term support that their peers from families with a tradition of college attendance receive, so they can become competitive candidates for high school and college.

Position Overview

The First Graduate Middle School Site Lead will oversee the implementation and evaluation of First Graduate Middle School programming for 75-95 students (7th & 8th Grade) at the First Graduate partner middle school sites. They will also supervise and oversee the work of First Graduate college interns, who will be coaching middle school students individually, leading small group activities/discussions, and providing homework support. Reporting to the Director, Middle School Program, and working closely with other members of the First Graduate team, the Middle School Site Lead must possess excellent communication, problem-solving, and project management skills. The ability to stay organized and support multiple students and projects is a must. This role also includes dedicated time for cross-site program development, pilot design, and strategic innovation aligned with First Graduate's mission.

Our organization follows a hybrid work structure, allowing employees to work remotely or in the office as needed, based on the demands of specific tasks or personal work preferences. The Middle School Site Lead position generally requires three days with in-person, school-based responsibilities. However, the programming schedule often requires additional attendance at in-person events, such as evening workshops and presentations.

Specific Responsibilities

School Site Partnerships

- Lead school site partnership by acting as the main contact with school administration, faculty, and after-school programming
 - Coordinating logistics around First Graduate's after-school programming and events at partner schools (Visitacion Valley)
 - Facilitate/lead the recruitment of the next cohort of First Graduate students in the fall/spring (Visitacion Valley)
- Lead First Graduate collaboration with school administration, faculty, and other after-school programming partners (Visitacion Valley)
- Lead school programming partners around activities that promote a college-going culture at partner schools (Visitacion Valley)

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Program Design, Planning, and Implementation

- *Program Execution:*
 - Oversee the planning and implementation of weekly First Graduate sessions at the school site
 - Support the execution of bi-monthly workshops for middle school families
 - Support the execution of field trips to companies, colleges, etc
 - Manage school-site recruitment activities, including student and parent presentations, workshops, and interviews
 - Conduct program evaluation, including collecting program data, assessing the effectiveness of the First Graduate Middle School Program, and facilitating changes to program design as necessary
- *Program Innovation:*
 - Research evidence-based practices and innovative approaches in middle school, college access, and youth development
 - Conduct regular conversations and brainstorming sessions with team members, students, families, and community partners to gather feedback, assess needs, and surface new ideas
 - Collaborate with the Director of the Middle School Program to design and propose strategic shifts or initiatives to advance key Middle School Program goals

Personnel Management

- Supervise the Program Coordinator for the site in supporting their caseload and managing partnership projects
- Supervise and support 1-2 college interns as they conduct regular check-ins with students and lead discussions around educational and career goals
- Conduct weekly check-ins with the Program Coordinator around student concerns, goals, and team projects
- Conduct weekly check-ins with 1 to 2 interns around student concerns, goals, and team projects
- Act as the First Graduate point person for First Graduate volunteers at partner school sites (Visitacion Valley)
- Support in the hiring process of new First Graduate employees
- Support professional development and training of interns to enhance program capacity and allow for broader project delegation

Coaching/Advising

- Advise a caseload of 25-30 middle school students to set long-term educational goals
- Conduct yearly individual meetings with students/caregivers
- Monitor each student's academic performance and progress through regular communication with his/her teachers, counselors, and parents
- Communicate with students and caregivers weekly through text, phone calls, and emails
- Complete student notes each school year

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Minimum Qualifications

- 2+ years of direct service experience with middle school youth of diverse cultural and socio-economic backgrounds (preferably teaching, counseling, or case management)
- 2+ years of experience in program design, planning, and implementation
- Strong foundation of knowledge on effective teaching methods, theories of education, and outcomes-based program evaluation
- Some experience managing programmatic partnerships, especially public and private K-12 schools (experience with San Francisco schools preferred)
- Experience managing multiple projects
- Excellent communication skills, both verbal and written
- Excellent problem-solving skills
- Effective planning, organizational, and logistical skills
- Bachelor's Degree from an accredited institution
- Fluency in Spanish, strongly preferred. Fluency in Cantonese is a plus
- Excellent computer skills, including Google Suite, Microsoft Office, and other commonly used software/web applications
- Strong work ethic; highly self-motivated

Additional Requirements

- Employment is contingent upon clearance of a criminal background check through the FBI and CA Department of Justice, as well as clearance through the National Sex Offender Public Website.
- All potential employees are required to obtain and submit the results of a current TB test.

Compensation and Benefits

- Salary: \$74,000
- Premium employer-paid benefits package, including full medical and dental
- 22 paid holidays and two floating holidays per year
- 12 sick days per year
- 10 vacation days within the first year of hire, with increases annually

To Apply

Please send a cover letter and resume via email with "Site Lead, Middle School" in the subject line to Marcel Glover, Director, Middle School Program: mglover@firstgraduate.org

**Note:* Resumes not accompanied by a cover letter will not be considered.

Non-Discrimination Policy

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, age, or protected veteran status.

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Diversity Statement

First Graduate is committed to building a culturally diverse staff that reflects our student population; we strongly encourage applications from people of color and first-generation college graduates.

For more information about First Graduate, please visit firstgraduate.org