



ACADEMIC DIRECTOR

ORGANIZATION OVERVIEW

NJ LEEP is a four-year college access and success program working with 140+ students from underserved neighborhoods in the greater Newark area. We help students perform at high academic levels by building skills through law-related and other educational programs, developing the habits necessary for college success and community leadership, and offering exposure to role models who have achieved professional success. NJ LEEP's model is challenging and rigorous and 100% of NJ LEEP program graduates have gone on to college, including Amherst, Georgetown, Princeton, Rutgers, Wellesley, Wesleyan, and the University of Chicago. NJ LEEP has won national awards for program quality and innovation, and has been recognized at the US Department of Education and The White House.

POSITION OVERVIEW

This is a new position created as part of NJ LEEP's 2017-21 growth plan and intended to strengthen the quality of NJ LEEP's College Bound Program (CBP) by serving as NJ LEEP's lead team member on all instructional and academic responsibilities. This will include oversight of a curriculum specialist (full or part-time), responsible for redesigning NJ LEEP's curriculum across all four years of the CBP.

Currently NJ LEEP delivers sixteen programs to students, after-school, on Saturdays and over the summer. The Academic Director will be responsible for overseeing the refinement and implementation of all academic aspects of NJ LEEP's College Bound Program. This position will entail working some Saturdays throughout the academic year (September – May).

PRIMARY RESPONSIBILITIES

Academic Planning and Oversight

- Lead the advance planning and implementation of all NJ LEEP academic programming (summer, after-school and Saturday)
- Supervise work of curriculum specialist, who will be responsible for the rewrite of all NJ LEEP non-legal curricula (including lesson plans)

- Create a comprehensive assessment process – both student assessment and program evaluation – for all programs and lead program refinement implementation
- Refine and lead vision for instructional planning and delivery across all NJ LEEP programs
- Partner with the Managing Director of Programs to further define NJ LEEP’s academic cultural structure and model of community empowerment
- Lead programming staff in use of data to analyze program outcomes, student growth and make program refinements
- Serve as liaison to all contracted curriculum providers
- Lead hiring and training of all instructors

Instruction

- Teach two sections per week in After School Program
- Create content for winter “College and Careers” program, for sophomores and juniors
- Additional instructional assignments may be requested of the Academic Director, including Senior Workshops and “Colleges and Careers” courses
- Regularly interact with students, both in and out of the classroom

Observation, Feedback, and Professional Development

- Create and lead implementation of refined systems for instructional training, observation and feedback
- Conduct regular evaluations of all instructional staff
- Plan and deliver professional development to all instructional and programming staff on an ongoing basis
- Oversee another programming staff member (full or part-time)

QUALIFICATIONS

NJ LEEP is dedicated to very specific core principles. Among them are: a commitment to excellence and a willingness to constantly reflect on ways to improve our individual and institutional performance. Additionally, candidates must have the following:

- BS/BA degree from a 4-year college or university
- More than five years of instructional experience with at least two years of high school experience and a track record of demonstrable gains among students
- Experience providing instructional coaching, with a track record of demonstrable gains among instructors
- Experience and comfort with an online learning platform (i.e. Blackbaud) a plus
- Preference for experience working in a college readiness institution
- Ability to define, structure, and manage large projects

- Strong analytical, problem-solving skills, and attention to detail
- Excellent written and oral communication skills
- Highly motivated, organized, self-directed individual who can proactively and creatively solve problems and manage multiple projects simultaneously
- Professional and positive attitude with a willingness to contribute to a positive staff dynamic; a sense of humor is a must

Compensation: NJ LEEP offers a competitive salary and benefits package for full-time employees.

Application Instructions: Interested applicants should submit a resume and cover letter to Razeya Rahman at employment@njleep.org with the subject line “Academic Director.” Applications will be reviewed on a rolling basis until the position is filled. Applicants are strongly encouraged to apply as soon as possible; applications received by **October 30** will receive priority consideration. The projected start date for this position is Winter 2017.

Due to the volume of applications, only applicants selected for an interview will be contacted.

NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply.