Hope Partnership for Education is an independent, non-profit organization, founded and endorsed by the Society of the Holy Child Jesus and the Sisters of Mercy in June, 2002. The mission of Hope Partnership for Education addresses the educational needs of children and adults from low-income families in Eastern North Philadelphia by offering services which include a middle school education (grades 5-8), a support system which follows students through high school and adult education.

Mission: Empowerment Through Education

Position Title: Director of Graduate Support

Date Modified: 2018

DLSA Classification: Exempt

Reports to: Executive Director

Position Purpose: This full time position is to plan, organize and direct the graduate support activities of Hope Partnership for Education

Essential Functions:

- Develop a relationship with principals, admission officers and counselors at the high schools where Hope Middle School students are applying.

- Work with students – Grade 9,10,11,12
  This work will include but is not limited to:
  1. Visiting high schools to consult with academic and counseling personnel
  2. Holding regular “check-in” meetings to follow student progress
  3. Staying in contact with students whenever the need arises
  4. Creating weekly opportunities for tutoring – part of HPE’s after school component
  5. Making contact with each student’s family at least once a semester
  6. Being alert to and intervening when there are academic or behavioral needs
  7. Contacting students on a weekly basis (this could be accomplished through the tutoring component, phone call, texting, school visits, etc…)

- Research and set up partnerships with other agencies that assist high school students, e.g. Ellis and White-Williams, Temple’s Voices Program…

- Develop a process and build relationships that will assist in the SAT Prep and college application process

- Collaborate with Executive Director and Development Personnel in acquiring funding for Graduate Support component
Internal Functions:
- Supervise the work of the Graduate Support Associate
- Work with 8th grade teacher, graduate support associate, students and families to identify, apply and enroll in the high school that best matches their potential
- Participate in Nativity Miguel best practice activities
- Keep accurate records which reflect students’ grades, absences and activities
- Develop a process and build relationships that will assist in the SAT Prep and college application process
- Collaborate with Executive Director and Development Personnel in acquiring funding for Graduate Support component
- Develop an alumni association which includes a service and giving program (e.g. 9th grade students give ___ hours of service per semester to Hope and make a donation)

Qualifications:
- Degree in education or a related field and at least three years of experience in working with adolescents
- Ability to communicate effectively with all stakeholders
- Ability to think and plan strategically and creatively

Physical Requirements and Work Environment:
- Ability to drive or negotiate public transportation
- Generally works in standard school/office conditions and climate

To Apply:

Please send a letter of interest accompanied by a resume to: Qwan Tisdale
Human Resource Manager
qtisdale@hope-partnership.org
Phone: 215.232.5410 Ext. 103
Fax: 215.525.3060