



ASSOCIATE DIRECTOR OF COLLEGE ACCESS

ORGANIZATION SUMMARY

Our mission is to prepare Los Angeles students for success in college, career, and life. Working through a network of high-performing, community-based schools and a portfolio of programs that reach students throughout LA County, the LA Promise Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

LA Promise Fund is a unique hybrid, operating programs in partnership with Los Angeles Unified School District at two traditional, comprehensive high schools and a middle school, as well as operating two charter schools in South LA. Further amplifying its impact, the LA Promise Fund runs high profile, far-reaching programs and engagement opportunities available to students and teachers across Los Angeles County.

To learn more about LA Promise Fund visit www.lapromisefund.org.

POSITION SUMMARY

The Associate Director of College Access is responsible for ensuring all students attending a LA Promise Fund high school receives information, resources, and supports that propel more and more students to college and career. To meet this goal, the Associate Director of College Access will develop and manage creative initiatives that engage in-coming 9th graders through 12th grade students in a college-going culture of high academic expectations. More specifically, the Associate Director of College Access will work side by side with the school college counselor to provide an array of college preparatory programming that raises students' awareness of college and the entrance requirements; that broadens student exposure to college and careers; and that assist and support students and their families in the college application, tests, and financial aid process.

RESPONSIBILITIES AND DUTIES

College access activities and services

- Create a college-going culture where the students and school community view college entrance as an opportunity for all students.

- Build and support grade level specific programming such as Summer Bridge for incoming 9th graders and 9th grade college field trips; 10th grade A-G awareness and career exposure; 11th grade SAT prep, A-G checks and promotion; and a full array of 12th grade college programs and supports, including 1 on 1 counseling for 12th grade students to ensure they aware of their full array of post-secondary options.
- Ensure parent-oriented programs that are culturally and linguistically appropriate, to reach all families and students, for instance DreamAct and AB540 programming and African American parent outreach.
- Recruit, engage, and sponsor the College Ambassadors—a peer college counseling program.
- Manage and coordinate with on-campus partners (college access organizations, college and university partnerships and representatives, and community based organizations) to include creating strategic partnerships and leveraging resources that expose students to unique college-going opportunities at all grade levels.
- Oversee planning and successful implementation of the annual Go for College fair, 826LA Personal Statement Weekend, Scholarship Day, Cash For College, etc.
- Work as part of the LA Promise Fund College & Career Team to set annual targets, engage in strategic planning, pursue professional growth and cultivate new College & Career initiatives on a regular basis.
- Interact with LA Promise Fund development, communications, special events and other staff as needed.

College-going culture and Integration with the School

- Develop a visible, year-round college awareness campaign, including collateral, and the promotion of events and activities.
- Oversee development and implementation of college/career content in the Advisory program.
- Work with the Counselors on A-G awareness and checks
- Work with English teachers on personal statement training
- Support school wide initiatives such as Awards Night, clubs, and middle school articulation as needed
- Other duties as assigned.

CANDIDATE REQUIREMENTS

Education and Experience

- Bachelor's degree

- Pupil Personnel Services (PPS) credential (or near completion) required
- Experience in urban schools
- 3 years of work experience in educational environments
- Experience with project management
- College counseling, counseling, school experience and training desired

Knowledge, Skills and Abilities

- Strong Knowledge of college entrance requirements
- Strong organizational, administrative, verbal and written communication
- Resourceful, able to multitask, prioritize and manage time effectively
- Works well in team-oriented environments

COMPENSATION

Salary commensurate with qualifications, experience and education. Excellent, full benefits package.

HOW TO APPLY

E-mail your cover letter and resume to careers@lapromisefund.org.