

POSITION: Program Manager, 11th Grade

LOCATION: New York, New York

REPORTS TO: Associate Director, SEO Scholars, High School

CLASSIFICATION: Full-Time/Exempt

THE PROGRAM

SEO Scholars is a free eight-year academic program that gets highly motivated, low-income public high school students to and through college.

THE JOB

Program Managers at SEO Scholars are charged with building and maintaining a culture of high achievement and a supportive, family-like community that ultimately drives student performance in high school. The **11th Grade Program Manager** leads a cohort of 250 Scholars through SEO programming during their 11th grade year that includes academic preparation, standardized test preparation, summer enrichment programming, and mentoring. S/he also works closely with the college admissions team to prepare our Scholars to apply and transition to college.

THE TEAM

Reporting to the Associate Director, the position is part of a five-person team that includes two 11th Grade Program Managers, a Manager of External Programs, and Manager of Student Services. All work together to support 250 Scholars through every aspect of the 11th grade year.

RESPONSIBILITIES

STUDENT ADVISING AND MANAGEMENT

- In coordination with other 11th grade staff, lead and implement SEO Scholars programming on Saturdays, after school, and during the summer for a cohort of 250 Scholars
- Provide data-driven academic advising to all Scholars in the cohort, including conducting meetings for students and parents, and working with Scholars 1:1 or in small groups
- Provide appropriate psychosocial guidance to all Scholars to ensure that they adhere to program policies and behavioral standards and to support their successful completion of the program
- Develop content and best practices for advising and supporting 11th grade Scholars
- Create and nurture an environment that encourages intellectual curiosity, an inclusive, close-knit and supportive community, and a college-going culture
- Support and guide Scholars through Summer Enrichment Program applications
- Track attendance and assignment completion rates; achieve attendance, retention, and assignment completion goals, and provide timely data to the Associate Director
- Monitor grades in SEO Scholars classes, high school courses, and state test scores; use data to drive discussions/advising with Scholars
- Conduct weekly instructor check-in meetings to gather information about Scholar performance and to develop action plans to support specific Scholars

PROGRAM-WIDE SUPPORT

- Foster and maintain relationships with parents, school partners, volunteers, and corporate partners
- Provide substitute instruction in ELA or math during Saturday and Summer Academy as needed





- Support the SEO Scholars recruitment and admissions process by conducting interviews for prospective Scholars and participating in admissions deliberation discussions
- Collaborate with the Development department to advance SEO's relationships with existing and prospective funders, including hosting visits to Saturday and Summer Academy, reporting on grade-specific data, and providing information on specific Scholars
- Other duties as assigned

REQUIREMENTS

QUALIFICATIONS

- Bachelor's degree required
- Experience teaching in a public/private middle or high school for 2+ years preferred (teaching experience in a NYC public high school highly preferred)
- Demonstrated passion for closing the achievement gap on the high school and college level for first-generation and low-income students
- Data-driven and results-oriented with an unquestionable commitment to high-quality work
- Strong work ethic and entrepreneurial spirit that translates into successful accomplishment of program goals
- Highly adaptable and solutions-oriented with an ability to solve complex problems even when faced with resource limitations
- Excellent organizational skills, detail-orientation, and ability to multi-task and handle changing priorities
- Strong communicator and writer, including ability to effectively present in front of a room of 250 Scholars
- Excellent interpersonal skills and high level of professionalism
- Bilingual Spanish/English is highly desirable
- Intermediate to advanced Excel skills and experience working with databases
- Ability to work a Tuesday through Saturday schedule and some nights as dictated by programming needs

COMMITMENTS

- **To Hold Students to the Highest Possible Standard**– *“There is no back row in SEO.”* We are passionate about closing the achievement gap for first-generation and underrepresented students. We recognize the privilege of working with some of the most inspiring young minds in NYC and refuse to settle for anything less than 100% student engagement.
- **To Be Impeccable in Word and Deed** – We are dynamic, engaging leaders able to present SEO Scholars to a variety of audiences and stakeholders in a compelling and informative way, as well as to navigate difficult conversations providing honest, productive feedback to students and their families.
- **To Prioritize Collective Objective over Personal Need** – *“It’s not about you; it’s about those who came before you and those who come after you.”* We are a rapidly growing, data-driven organization always eager to add ambitious team members who want to make a lasting impact on our organization.

BENEFITS

Salary is competitive and commensurate with prior experience. Benefits include excellent medical, dental, and vision plans, life insurance, pension with employer matching plan, commuter benefits plan, and health reimbursement account.



TO APPLY

Please email your application to ScholarsStaffing@seo-usa.org using the following conventions:

- Subject: Program Manager, 11th Grade – First Name Last Name
- Body of Email: Include name, contact information and salary history
- Attach: Cover letter and resume saved as First Name Last Name_cover letter & First Name Last Name_resume



SEO SCHOLARS is a free, eight-year academic program that gets low-income public high school students to and through college. During high school, SEO Scholars provides over 720 hours of rigorous instruction in English and math after school, on Saturday, and over the summer. SEO continues to work with its Scholars through college with comprehensive academic, personal and career support. Our results are unparalleled in the education nonprofit sector: 100% of SEO Scholars are accepted to four-year colleges, with 95% graduation rates, compared to 21% of similar students nationally. Learn more at www.seoscholars.org, www.facebook.com/SEOScholars

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