



BTG High School Dean Job Description

Reports to: Director of High School and College Success

Exempt/Non-Exempt: Non-Exempt

Program/Department: High School

POSITION SUMMARY/OVERVIEW

Bridge the Gap (BTG) is a nonprofit founded in 1995 to provide much-needed academic support for low-income southern Marin county students. BTG provides a pathway to educational opportunity and college success for southern Marin county youth. BTG offers culturally competent, accessible, relevant, and comprehensive academic and youth development enrichment outside of the school day in a demanding yet nurturing college preparatory environment through its After School Extended Learning Day Program for Kindergarten through 12th-grade students.

Bridge the Gap is seeking a part-time Dean to join its afterschool high school college prep program, located at Tamalpais High School, in Mill Valley. The Dean's primary role is to support a cohort of 10-20 high school students to remain on course towards a college education. The job is highly rewarding, especially through the experience of seeing your cohort of students graduate high school and matriculate to college.

Qualified candidates will love working with teenagers, have experience navigating high school with students, and have strong relationship skills. Deans must be comfortable working with high school students and holding them accountable to deadlines with a firm yet caring style of support. Deans will meet with students one on one, and also as an entire cohort. They will also meet with school teachers, parents, and counselors. Deans will be supported by BTG teaching staff and the High School and College Success Director. The position has school holidays and most of the summer off.



ESSENTIAL FUNCTIONS

- Develop supportive relationships with a group of 10-20 students.
- Access online student portal and discuss academic and attendance issues (i.e. missing assignments/exams, frequent absences, and tardies) with each student.
- Check each student's planner & school binders to assist with the development and maintenance of organizational skills. Prompt students to complete assignments and allow for sufficient study time for tests and additional assistance as needed.
- Identify when a student should contact their teachers regarding an issue. Assist students with drafting emails, formulating talking points, and potentially join them for face-to-face talks with teachers.
- Refer students to appropriate BTG tutors to schedule 1:1 tutoring time for subject-level support.
- Provide regular updates to the High School and College Success Director and Program Coordinator and implement interventions directed.
- The ideal candidate will have experience with and/or knowledge of educational equity, racism, cultural competence, and trauma-informed practices.
- Collaborate and communicate effectively with all members of the high school and college success team.
- Other responsibilities as directed by the immediate supervisor.

MINIMUM QUALIFICATIONS

- 1. Bachelor's degree preferred.
- 2. Experience working with high school and/or college-age youth.
- 3. Experience working with low-opportunity students.
- 4. Experience working in a social-emotional supportive environment/program.

SCHEDULE

- Work hours: Schedule is approximately 3 pm to 6 pm M-Th, with some flex time

COMPENSATION

- Competitive hourly rate



Bridge the Gap
College Prep

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

ACKNOWLEDGEMENT

Bridge the Gap is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.