



Bridge the Gap Tomales High Program Manager Job Description

Reports to: Director of High School and College Success

Exempt/Non-Exempt: 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 students furthest from opportunity. BTG provides a pathway to educational opportunity and post secondary success. BTG offers culturally competent, accessible, relevant and comprehensive academic and youth development enrichment both during and outside of the school day in a demanding yet nurturing environment. The Tomales High Program Manager works full-time both during the day and afterschool at Tomales High. The Manager's primary role is to develop and coordinate this new program at Tomales High, and holistically support the high school students to remain on track towards high school graduation and viable post-secondary options. The role includes advising students both during the day and after school, as well as planning and delivery of workshops for students. The role also includes outreach to find and supervise tutors for the subject areas where students need support. The Manager works closely with all of the other BTG program staff as well as the Tomales High teachers, staff and administration. This job is in person at Tomales High with weekly visits to Tam High in Mill Valley and/or the BTG office.

MINIMUM QUALIFICATIONS

- **Education**
 - Bachelor's degree required.

- **Related Experience**
 - Experience working with high school and/or college-age youth.
 - Experience working with low-opportunity students.
 - Experience working in an educational setting is preferred.
 - Experience working with community/educational services in West Marin preferred

- **Knowledge, Skills, and Abilities**
 - Bilingual in Spanish and English required
 - The ideal candidate will have experience with and/or knowledge of educational equity, cultural competence, and trauma-informed practices.
 - The ideal candidate will have knowledge of A-G requirements, college preparation strategies, and California's public post-secondary education system.

- **Licenses & Certifications**
 - First Aid & CPR

- o Mandated Child Reporter Certification
- o TB clearance

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

- You must have the physical, visual, and auditory ability to perform the essential functions of the position/job/role with or without reasonable accommodations.

ESSENTIAL FUNCTIONS

- Hire and supervise tutors needed for student success.
- Manage student recruitment and engagement.
- Develop positive relationships with the Tomales High community.
- Outreach to, and engagement with, Tomales High families.
- Coach and support the academic success of students.
- Build connections with resources on campus and in the West Marin community.
- Lead Tomales High Success Network. The Tomales Success Network is a cross-sector body that meets monthly with community members, school admin and staff, and local non-profit organizations.

MEASURED RESULTS

- Student attendance
- Improved student grades and A-G completion
- Student expression of feeling connected and supported
- Decreased student absenteeism

LEADERSHIP COMPETENCIES

While all competencies are important, the following competencies are critical to the delivery of successful outcomes/results in this position:

Relationships: Builds supportive and collaborative relationships with both BTG and school district and partner colleagues to enhance BTG's impact on the communities we serve.

Communication: Listens deeply and expresses self effectively and respectfully with all staff, partners, and stakeholders to increase success of students and programs

Problem-Solving: Creatively and collaboratively figure out how to overcome challenges to further BTG's programs and mission overall

Meeting Deadlines: Complete all tasks and assignments on time, arrive to work and all meetings on time

Compensation and Benefits

This position is a full-time, onsite non-exempt position. \$78,000 to \$85,000, based on experience. Benefits include medical, dental, a flexible spending account, 403(b) retirement plan, PTO, paid holidays, mobile phone allowance.

Position Schedule

Full-time position. Must be on-site during program hours; some evenings are required. Hours are 10:00 AM-6:00 PM with occasional evening and/or weekend hours. Start date: August 2024

How to Apply

Please submit your resume and cover letter to jobs@btgcollegeprep.org.

Bridge the Gap is an equal-opportunity employer.