

School Supports Specialist Job Posting

Are you interested in helping to support best practices in 9th Grade teams at a Network of high schools in Philadelphia? Are you passionate about helping young people gain the skills and vision they need to be successful? Do you have experience teaching and/or designing engaging lessons? Are you open to learning new skills in the area of data analysis, college and career supports, event logistics, and facilitation? As a School Support Specialist these will be key roles you will play as we partner with school leaders to increase the 9th Grade On-Track rate and increase positive long-term outcomes for young people.

Who We Are: Philadelphia Academies, Inc. (PAI) is a 51-year-old non-profit whose mission is to design and implement industry informed, career-connected learning strategies and school supports that position young people for success in post-secondary education and the workforce. We envision a world where all young people have the skills, resources, and networks to reach their full potential.

Position: School Supports Specialist (Full-Time)

The School Supports Specialist is responsible for both student-facing and teacher-facing supports for the thirteen schools in PAI's 9th Grade Success Network. On the student-facing side, this position is responsible for orchestrating career panels and college panels at all high schools in the 9th Grade Success Network in an effort to help ninth graders gain a clearer vision for their futures and motivation for keeping up with their current school work. To support teachers, the School Supports Specialist will also curate and/or write a series of eight to ten "Freshman Seminar"-type lessons to support ninth grade teachers with easy-to-deploy lessons on essential skills and knowledge for success in high school. The School Supports Specialist will also support the greater 9th Grade Success Network team in professional development planning, event logistics, facilitation support during professional learning sessions, and general organization and planning support. The School Supports Specialist will report to the Associate Director of Data Supports and Evaluation.

The ideal candidate for this position will have experience working in public schools and leading workshops or lessons with young people; have an eye for designing engaging and approachable workshops or lessons for ninth graders; have strong interpersonal and networking skills, as well as excellent writing skills; be a strong collaborator and team member who can anticipate needs and respond quickly as they arise; be willing to learn new technical and professional skills; and have a desire to improve the educational experience of teachers and students in Philadelphia. This is an excellent opportunity for a passionate professional who is looking for a multi-dimensional position with varied outlets for skills while supporting students and teachers on the ground.

Duties and Responsibilities Include:

- Organize and facilitate career panels for all thirteen high schools in the 9th Grade Success Network, including coordination with schools on timing and format, recruitment of business partners, preparation of business partners and school partners, facilitation of the panel, evaluation of the panel, and logistical coordination for guests, including refreshments
- Organize and facilitate college panels for all thirteen high schools in the 9th Grade Success Network, including coordination with schools on recruiting recent alumni, logistical planning, preparation of guests and school partners, facilitation of the panel, evaluation of the panel, and logistical coordination for guests, including refreshments

- Curate, write, and/or adapt 8 – 10 standalone “Freshman Seminar”-type lessons that can be delivered to the thirteen schools in the 9th Grade Success Network, providing implementation support for teachers and ensuring lessons are in a format that is appealing to students.
- Design evaluation processes and feedback loops for the 8 – 10 lessons and make modifications based on teacher feedback
- Support the 9th Grade Success Network team with professional development meetings (e.g. brainstorming activities, facilitating small groups, organizing and preparing slide decks and agendas, etc.), including Community of Practice meetings, Summer Summit, Winter Retreat, and District-wide Leadership Convenings
- Actively participate in weekly team meetings, giving input and feedback to team members on ideas, strategies, and techniques
- Assist with quarterly report writing on the 9th Grade Success Network
- Provide logistical support for all in-person Network-wide meetings, including for refreshments, space rental, and document printing / preparation
- Support PHENND Fellow with Student Survey logistics and IRB / RRC applications
- Provide logistical support to schools spending stipend and/or honorarium funds
- Participation in all PAI signature events and fundraisers
- Other duties as assigned

Additional Qualifications and Required Skills:

- Bachelor’s Degree required
- Strong organization and project management skills required
- Experience working in public high schools strongly preferred
- Experience with college and/or career exposure activities preferred
- Great attention to detail
- Excellent public speaking and presentation skills
- Strong communication and relationship building skills
- Demonstrated ability to analyze and respond to problems
- Able to work well both independently and in a team
- Access to reliable transportation or a high comfort level using Philadelphia Public Transit a must

Please submit a cover letter with salary requirements, a resume and three professional references to Cheryl Lafferty, Senior Program Director: clafferty@academiesinc.org.

**NOTE: Applicants MUST submit a cover letter with salary requirements to be considered.
Please, NO phone calls and NO walk-ins.**