



Program Director-Onward 2 High School

Hiring for multiple locations throughout Los Angeles



Onward 2 High School

Onward 2 High School (O2HS) is the premier middle school to high school bridge program designed to provide students with direction to achieve academic excellence and college readiness beginning in middle school. The program offers an advanced Algebra course for rising 8th graders in partner elementary schools. In addition, O2HS hosts a Summer Institute (SI) for rising 7th and 8th graders to provide enrichment through project-based learning, experiential learning activities, and STEM field trips.

Onward 2 High School has successfully served students in Catholic schools across Los Angeles since its inception in 2022. The program has seen growth in academic achievement in the students participating in the program. Onward 2 High School students have successfully entered high school and are on a path to college success and achieving their dreams.

Due to the success of O2HS, we are excited to announce our expansion across Los Angeles. As we grow, we are looking to hire passionate and dedicated individuals for multiple sites to inspire and support students in achieving their fullest potential.

Join us in shaping the future of education and making a lasting impact on students' lives.

The John H. & Cynthia Lee Smet Foundation

The Smet Foundation was established in 1992, focused primarily on education in large part because the Smets recognize and appreciate the many ways that education shaped their lives at work, at home, and in the community. Additionally, in conjunction with the Archdiocese of Los Angeles and the Department of Catholic Schools, the Smet Foundation sponsors a variety of leadership, professional development, and scholarships all outlined at <http://www.smetfoundation.org>.

The Opportunity

The Onward 2 High School Program Director (PD) is highly qualified and experienced. The PD will liaise between high school and middle school partners in Los Angeles. 80%-90% of the PD time will be focused

directly on teaching and working with students. The remaining 10%-20% of the PD time will be used towards administrative duties. The PD will unify and strengthen the math pathway between the partner elementary school and their high school to focus on improving math achievement and will be responsible for the Onward 2 High School Summer Institute for rising 7th and 8th grade students. The PD will collaborate with school presidents, principals, admissions directors, families, and fellow Onward colleagues at multiple school sites in order to achieve the Onward 2 High School's mission of accelerating math achievement and engaging students in the Summer Institute for enrichment and engagement with O2HS partner high schools. The PD should be able to develop, plan and lead experiential learning activities that excite and motivate students in partner schools and be innovative, flexible, and an independent initiative-taker who can also collaborate with a team. It is important that the PD is a good relationship builder and clear communicator who views his/her role as a service provider and sets a solid professional and ethical example.

Specific Job Responsibilities

Mathematics Instructor:

- Teach Algebra I Honors at two middle schools in close proximity to one another
- Create lesson plans and use student formative and summative data to inform instruction
- Provide math tutoring at the two middle school sites
- Function as Data Coordinator for each middle school site
 - Provide data analysis on student performance for each Renaissance STAR testing window
 - Provide related peer coaching on using data to inform instruction
- Encourage and build college knowledge with students and families at middle school sites
- Participate in areas focused on math enrichment and student achievement, such as parent conferences, participation in professional development, and appropriate school level meetings
- Engage with partner high school by participating or leading in a specific area, such as moderating a math team or other related club, lead data discussions and/or professional development, or provide tutoring
- The PD must also respect and adhere to all policies of the partner schools

Program Management:

- Lead the annual Onward 2 High School Summer Institute for rising 7th and 8th graders
 - Responsibilities include the oversight, planning and implementation of the program:
 - Hire, train and supervise teachers, administrators, and teacher assistants
 - Recruit students
 - Collaborate with PD from other sites to plan the SI. Related duties include recruitment, curriculum and project planning, field trips, and data collection.
 - Collaborate with high school team:
 - Operational needs to run the institute
 - Continued engagement of SI students for enrollment to high school
 - All other duties to operate a successful SI

- Manage program budget and maintain accurate budget in Salesforce
- The PD must also respect and adhere to all policies of the partner schools

Key Qualifications

- Established record of success working with students as a teacher or related capacity as measured by performance evaluations, value-added data, and other evidence of instructional excellence
- Demonstrated expertise in teaching and learning
- Ability to teach Algebra I
- Skilled communicator that can integrate themselves into multiple school communities
- Respectful of Catholic Education

Ideal Qualifications

- Bachelor's degree or Master's degree in mathematics, engineering, education, a related field, or the equivalent
- California Teaching Credential or equivalent
- A combination of related professional experience and record of success

Reporting Structure and Evaluation

- The PD will report directly to the Executive Director of Onward 2 High School
- The PD will have a dotted-line reporting relationship with the leadership of the partner schools
- Performance evaluations will be conducted based on feedback from the high school and middle school leadership teams, including school principal, president, peer Onward Scholar Directors, peer Onward 2 High School Directors, students, partner teachers and families

Other Related Job Skills

- Ability to use various hardware and software: email, Microsoft 365, Google workspace including Google classroom, Salesforce
- Ability to use social media
- Ability to drive to multiple school sites, meetings and professional development
- Ability to stand for extended periods of time
- All other requirements provided by the Executive Director of Onward 2 High School

Instructions for application

Please send a resume and cover letter to info@onward2highschool.org

***Salary and Benefits: The Onward 2 High School Program Director is an employee of the Smet Foundation. Salary and Benefits package are highly competitive. Bonuses are provided based on the successful achievement of goals that are set and mutually agreed upon with the Executive Director. ***