



## **Program Director The Aspire Program of Hathaway Brown School**

**FLSA Status: Exempt**

### **About The Aspire Program**

The Aspire Program of Hathaway Brown School is a tuition-free academic enrichment and leadership program in Cleveland, Ohio. Founded in 2002, Aspire targets motivated and high achieving girls who are limited in opportunity because of low family income and lack of exposure to higher education. Over the course of a three-year commitment during middle school, girls who attend Aspire participate in a variety of leadership-building activities in academic classes and exploratory workshops. Aspire increases a girl's awareness and investment in her learning, leadership, and choices.

Aspire also offers high school and college students an introduction to teaching in an innovative environment. These young people work together with experienced educators to implement creative, engaging classes. Aspire develops their awareness of the components of a high quality education, thereby leading them to be effective advocates for education and consider teaching as a career.

For more information, please visit [www.hb.edu/aspire](http://www.hb.edu/aspire)

### **Summary**

Aspire is seeking a dynamic person to lead an innovative program that for twenty years has influenced the futures of high-achieving girls from under-resourced schools. This individual will develop program components to tap the leadership of girls and expand their educational opportunities. The program director will also have primary responsibility for the teacher mentoring program which cultivates teaching talent in high school and college students.

This position is a full-time twelve month administrative appointment with extensive benefits. Refer to Hathaway Brown's [website](#) for details.

### **Essential Duties and Responsibilities**

#### **Leadership**

- Create a powerful middle school learning environment that increases college awareness and develops leadership through a series of activities that offer mentorship, choices, and exposure.
- Design and implement high school programming that makes college more accessible to alumnae.
- Engage mentors and new teachers in an experience that offers an effective introduction to teaching.
- Encourage the highest level of engagement from students (100+), alumnae (500+) and 30 seasonal staff.



## Management and Tracking

- Manage all aspects of program implementation including curriculum, planning, logistics, schedule, budget, and transportation.
- Manage recruitment, hiring, training, and evaluation of 30 seasonal staff
- Participate in program evaluation. Track individual student and teacher progress in the database, using a variety of tools including surveys, interviews, the web site and social networking options to gather information.

## Collaboration

- Works with others to administer programming elements and to identify opportunities to improve program design and sustainability. Creatively address particular challenges and successes of the program.
- Coordinate logistics with individuals throughout HB to implement program elements (transportation, food service, space use, etc.)
- Partner with area elementary schools to manage aspects of middle school student recruitment and selection. Coordinate admissions committee (10 individuals).
- Seek ways to cultivate community and encourage collaboration among participants through year-round communications, web initiatives, and events.

## Qualifications

- **Interest and Experience:** 2-4 years teaching and/or youth development experience. Understanding of the challenges facing girls in under-resourced schools. Work experience at Aspire or other program designed to improve educational access and address educational inequity preferred.
- **Leadership:** Strong leadership and problem solving skills. Insightful approach to community issues and the ability to identify multiple solutions. Experience in hiring, managing, evaluating and/or leading a staff (30+ individuals).
- **Collaborative Approach:** Respected leader in fostering relationships, creating partnerships, and developing talents among individuals with varied backgrounds. A hopeful, positive and energetic approach.
- **Effective Communicator:** Effective communicator who can write and speak persuasively to inspire participants, increase program visibility, and gain support.
- **Budget Development:** Experience overseeing budgets.
- **Conscientious Work Ethic:** Organized approach, the ability to prioritize and complete a wide variety of tasks efficiently, and the energy to work in a flexible and fast-paced environment.
- **Technology Skills:** Versatility and comfort using a wide variety of technology; including Google suite, social media platforms, and educational tools. Experience in database managements systems (Blackbaud) a plus
- **Education:** Bachelor's Degree required



## About Hathaway Brown

Hathaway Brown School has a rich 146-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the Learn for Life signature approach, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our approximately 850 students and 225 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.

## Diversity, Equity, & Inclusion

Hathaway Brown is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. The representation and full engagement of the diverse points of view of individuals with varied life experiences is a source of strength and wisdom that enriches the learning environment and fuels innovation and growth, particularly as students are prepared for lives of strong character, public service, and leadership.

Hathaway Brown respects and affirms the dignity and worth of each member of our community. These values of diversity, equity, and inclusion are rooted in our mission; our motto, *We Learn Not For School But For Life*; and our **Community Agreement**, and it is our expectation that all those affiliated with the institution uphold and demonstrate these shared values both in spirit and in practice at all times.

We strongly encourage applications from people who are members of marginalized communities.

## To Apply

Hathaway Brown School will continue to search for a program director until we have identified an exceptionally qualified candidate. Our goal is to identify the program director in the spring of 2023, with a negotiable start date. If you would like to apply for this position, we ask you to send us the following materials:

**Letter of Interest**- Explain what you feel is important about Aspire's work and describe what about your experience connects you to the program.

**Resume** – Give us an overview of your experience and qualifications.

**References**- Indicate names and phone numbers of at least two people who can speak about your work, include both a supervisor and a colleague.

Please submit a resume, letter of interest, and at least 2 references to [aspire@hb.edu](mailto:aspire@hb.edu)

Cammy Dubie and Koyen Shah, Co-Founders

The Aspire Program

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