



Director of Youth Services, Operation Progress LA

Operation Progress works in the community of Watts and South Los Angeles to empower underrepresented youth to become educated, ethical and productive adults who reach their full potential and positively contribute to society.

Position Overview

Reporting to the Executive Director, the Director of Youth Services has both internal and external facing responsibilities, including supervising and coaching Academic Case Managers, executing a strategic vision to ensure scholars read at grade level, recruitment and onboarding of new scholars, relationship building with scholars and families, identifying student referral resources, serving as partner school liaison, pillar program development and implementation, and executing data driven programs. The Director of Youth Services partners closely with the Executive Director and Director of College and Career Counseling to provide meaningful services to scholars and chart the growth of Operation Progress while overseeing the current ecosystem, and creating, implementing, and documenting new processes and procedures to complement programmatic growth.

Responsibilities include but are not limited to:

Operational Duties

- Implement consistent and strong operational processes and procedures.
- Recruit, supervise, build capacity, and actively engage Academic Case Managers, Expanded Learning Program staff, and interns.
- Ensure programmatic resources are leveraged, deliverables and goals are met, and best practices are implemented.
- Continuously assess programs, record case notes updates, and data management in Apricot.
- Liaise with partner schools to assist in scholars' academics, behavior, and socioemotional growth, ensuring resources are available.

Programmatic Scope

- Develop and execute a 3rd – 8th grade level curriculum, executive function skills workshops, and initiatives, including referral resources to perform at math and reading grade levels.
- Lead expanded learning programs and team building experiences that expose scholars to meaningful experiences and resources.
- Provide strategies, advice, support, and guidance to scholars and families.
- Engage and deliver professional development and coaching to ACM team.
- Facilitate high school admissions process to pathway and alternative pathway schools.

Programmatic Coordination

- Assist scholars in clearly developing and articulating SMART goals; ensure all scholars meet well-defined grade levels.
- Coordinate activities and professional development opportunities with combined school program staff, ecosystem partners, and community organizations.
- Collaborate with program staff to administer assessments and collect scholar outcome data.
- Provide support to afterschool expanded learning programs led by ACM team.

Pillar Program Development and Management

- Develop, manage, supervise, evaluate, and create budget analysis of Pillar Programs.
- Plan and manage Summer Bridge program at Loyola High School.
- Oversee and further develop the LAPD and Civilian Mentor Program, including onboarding of new mentors and activities calendar.
- Lead parent education workshops and Parent Advisory Committee meetings and initiatives.
- Oversee recruitment application and onboarding processes of new scholars, in coordination with partner schools.

Executive Director Support

- Assist with data analysis for board and grant reports.
- Support operations, strategic planning and analysis, and budget development and reporting.
- Assist with story sharing and narratives for marketing and communications.

Strong and dynamic candidates will have the following:

Required

- Master's Degree in Education with 3-5 years of classroom teaching experience.
- 3-5 years of teacher training and coaching.
- Experience working with and an appreciation for diverse learning communities.
- Experience working with first-generation college households.
- Possess a solutions-oriented mindset.
- Experience with data collection and reporting.
- Demonstrated ability to communicate effectively in writing and in person with diverse stakeholders.
- Excellent planning skills, high attention to detail, and an adaptable problem solver.
- Ability to transport scholars and drive to partner schools.

Preferred

- Spanish-speaking and bi-literate.
- Prior administrative experience at an elementary or junior high school.
- Prior experience with Apricot data management software.

Work schedule:

This regular full-time position is exempt and works year around (12 months). The work is performed on site with occasional visits to partner schools. The nature of the duties may require night and/or weekend events/work which may lengthen or shorten each workday individually. Post Covid-19, all positions have returned to in-person work, therefore no hybrid or remote work is available. The organization has a mandatory Covid-19 Vaccination Policy, and all new employees must submit proof of their Covid-19 vaccination and booster vaccine at the time their employment commences.

Compensation:

Salary is commensurate with experience. Full-time employees receive a robust benefits package including health, vision, and dental insurance, and a healthy holiday schedule and paid vacation.

How to apply:

Qualified candidates please email a cover letter and resume to ops@operationprogressla.org. Please add **"Director of Youth Services – Candidate"** in the subject line.