



ACADEMIC DIRECTOR Job Description

Location: Wilmington, Delaware

Type: Full-time

Start Date: August 2018

Degree Required: Bachelors

Compensation Range: \$40,000 - \$45,000

Position Overview

[First State Squash](http://www.firststatesquash.org) seeks a dynamic full-time Academic Director to begin August 2018. The Academic Director will supervise daily tutoring sessions, develop and implement suitable enrichment material, manage classroom space and initiate and maintain professional relationships with student teachers, principals and parents. Over the course of the year, the Academic Director will run the after-school tutoring sessions starting with students in 5th- 9th grades. As the program grows, the Academic Director will be responsible for new grade levels. As a member of the program team, the Academic Director will collaborate with other program staff to ensure a fully integrated approach to First State Squash's academic, sport, and character development programs and will report to the Executive Director.

Candidate Qualities and Requirements

- Strong communication skills
- Strong leadership skills and work ethic
- Team-oriented
- Hardworking and reliable
- Willing to go above and beyond
- Organized
- Energetic and positive
- Knowledge of Delaware State schools and higher education systems a plus
- Valid driver's license, clean driving record, and comfort and ability to regularly drive 9 passenger vans

Primary Roles and Responsibilities

- Supervise daily tutoring sessions, setting high expectations for intense engagement and thorough completion
- Develop and implement enrichment material suitable for a wide range of student aptitude
- Develop and implement proper organization and study habits for all students
- Create and uphold a structured, clear, and consistent classroom environment
- Develop a classroom culture that nurtures rigorous academic growth
- Initiate and maintain professional relationships with students, teachers and principals
- Maintain relationships with students' parents, keeping them involved in their child's academic development
- Record and track all data regarding each student's achievements in the classroom
- Recruit and train a team of proactive volunteers to aid in daily tutoring sessions

Program Team Responsibilities

- Collaborate and communicate with FSS staff, families, and community partners
- Assist with program evaluations as it pertains to academics
- Recruit, coordinate, and implement summer academic programs and employment opportunities for students
- Participate in community service projects and field trips as needed
- Drive students to and from their schools for practice, and other events on the weekends



General School Year Schedule

- Mon-Thurs: 10:00AM-7:00PM
- *Sat: 9AM-12:00PM

*Longer hours will often be required on the weekends for matches, team trips, field trips, community service projects. There may also be weekday evening activities and events that require attendance.

Summer Schedule

- Monday-Friday: 9:00AM-5:00PM

Special Weekends

- Up to 8 out-of-town or full weekend tournaments/trips annually
- After out-of-town weekends, work on Monday begins at 1:00PM
- 6 Saturdays (weekends) off each school year

Vacation

- The position includes 5 weeks of vacation annually: 1 in Dec, 1 in April and 3 in August. Some but not all national holidays are off.

Compensation

- \$40,000-\$45,000. Majority of health coverage covered by First State Squash (No Dental)

First State Squash

First State Squash (FSS) was founded in February 2016 in partnership with the Squash & Education Alliance (SEA). The mission of First State Squash is to provide life-changing opportunities for children from low-income families in Wilmington through the sport of squash, intensive educational support, mentoring, and community service activities. First State Squash's most important measurable goals are that our students graduate from high school, continue on to and graduate from college.

Based at the Wilmington Central YMCA, First State Squash launched in the fall of 2016. Each First State Squash student has a minimum of two weekday afternoon practices a week – one hour of academic tutoring and one hour of squash each session – and one weekend practice. Over the course of the year, students are required to complete at least 15 hours of community service and participate in academic and athletic programs during the summer.

Our progress is metrics-driven by standards such as attendance, grade point average or an equivalent academic gauge, and high school and college graduation rates. First State Squash focuses on non-academic outcomes, such as building self-esteem and a sense of community engagement among our students. We educate our team members on the importance of being service-oriented and help them maintain a healthy and physically fit lifestyle. In addition to academic success, the program focuses on life lessons and character-building.

First State Squash currently serves 20 5th - 9th grade students from our partners schools. At full capacity, First State Squash will serve 80 - 100 5th -12th graders and alumni as they navigate post-secondary school education. First State Squash replicates the 20 year-old urban squash model that currently serves over 2,000 students year-round and operates in 20 cities nationwide. 99% of students who remain in their urban squash programs through high school go on to college, including renowned schools such as Amherst, Bowdoin, Cornell, Dartmouth, Harvard, Haverford, Northwestern, Smith, Trinity and Williams. 39% of our college students attend colleges or universities that *U.S. News & World Report* ranks in the country's top 100.

Interested Candidates

Please send a cover letter and resume at your earliest convenience to serena.carbonell@firststatesquash.org