



Hustle. Integrity. Community.

ACT Learning Manager

The Baton Rouge Youth Coalition seeks a hardworking, passionate, highly effective educator to serve as its full-time ACT learning manager who, among other responsibilities, will facilitate dynamic ACT programs with high school juniors and seniors.

Baton Rouge Youth Coalition Overview

BRYC is an after-school program that prepares high-achieving, under-resourced high school students – whom we call “Fellows” – to enter, excel in, and graduate from college so they can become full participants in society. We offer programming between 5:30-8:30pm, Monday through Thursday, and otherwise as needed. Our programs run from the beginning of August through the end of May.

Position Overview

The ACT learning manager should be a skilled, experienced educator capable of excelling in the following areas:

- **ACT Core Programs and Supplementary Support:** Three evenings per week, facilitating two ACT programs through a project-based learning model, and driving additional ACT efforts, such as test-day support and monthly practice tests.
- **Data Analysis:** Collecting and analyzing mastery of learning objectives in order to make smart instructional adjustments.
- **Tutor Coordination:** Recruiting and training volunteer tutors, coordinating their ongoing involvement with BRYC, and connecting them with Fellows in need.
- **Program Administration Support:** Playing a lead role with program administrative duties, such as program scheduling, grade collection, and BRYC-wide data collection and analysis.
- **Community Advocate:** This position, in which each full-time BRYC staff member serves, calls for the learning manager to support a multi-grade cohort of approximately 20 Fellows and facilitate monthly “Community Circles.”

Qualifications

The ACT learning manager should hold a bachelor’s degree at minimum and have:

- A track record of effective teaching and ability to use data to improve instruction
- Command of and experience effectively teaching ACT content, skills, and test-taking strategies
- A track record of building excellent cohort culture and one-on-one relationships with teenagers and their parents/guardians
- Strong time-management and organizational skills, and an ability to manage concurrent work and communication streams
- Proficiency with Microsoft Office and Google Drive applications
- Preferred: A track record of effective personnel management
- Preferred: Knowledge about metacognitive learning strategies and/or experience with project-based learning

Compensation

- **Salary:** The salary range for this position is \$45,000-\$52,500, depending on the candidate’s experience and qualifications
- **Insurance:** Near-full medical insurance coverage, and full vision, dental, life, and disability insurance coverage
- **Retirement:** 403(b) retirement plan with generous employer matching feature
- **Vacation:** Minimum of 10 flexible vacation days in addition to a winter vacation and at least 10 paid holidays
- **Professional Development:** \$500-\$1,000 stipend (in addition to salary) for relevant development opportunities
- **Other:** Fun, supportive, flexible, and growth-focused work environment, and a relaxed dress code

To Apply

Send a résumé, three to five professional references, and a cover letter expressing your interest in and qualifications for the position to Dani Klein (dani@thebryc.org), BRYC’s director of learning and curriculum. We are looking to fill this position no later than July 15, 2019.