

YOUTH ON RECORD DIRECTOR OF ACADEMIC SUCCESS

THE OPPORTUNITY

Who we are:

YOR's education, music, and community programs are designed to help young people become more free, more rooted in their personal power, and better able to thrive in spite of systems and circumstances that disempower and marginalize them.

YOR is at the intersections of working in the public schools while maintaining teaching autonomy over our pedagogy, evaluations, and teaching frameworks. We recognize that education alone can not solve for systemic injustice, nor can it alone liberate youth. Art is a powerful tool, but it also cannot bear the sole responsibility for creating more equitable communities. Still, education and art, when integrated under the right framework, are powerful tools toward liberation and equity. If you're reading this and saying to yourself, "Yes. Yes! Yes!!!!," you're probably our people. If your public education experience has led you to want to build new and innovative practices for reaching and teaching young people, Youth on Record may well be your next career path.

Who we're looking for:

We're looking for a Director with significant experience in public education, who also has a special affinity for arts education, and wants to advance their career at an innovative creative youth development organization. If you're someone who is a leader of self and in community, a self-generating project manager, a coach at heart (and maybe in practice), and a lover of music, we want to hear from you.



✦ We're Hiring! ✦



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What's the job (in a nutshell):

Academic Success is a pathway to personal freedom. Our middle and high school classes in Denver, Aurora, and Cherry Creek public schools are led by local, community musicians who are trained in our liberatory, engaged and anti-racist teaching pedagogy. In addition to teaching classes, YOR supports its school partners with professional development training, as well as district-wide Career Pathways course development and instruction. The Director of Academic Success oversees all school partnerships, the expansion of our for-credit middle school and high school programs, and supervises all Teaching Artists.

This Director will navigate and oversee our public school relationships and will negotiate paid school partnerships; they'll develop coaching modules for our Teaching Artists, expand our school programs beyond Denver, Aurora, and Cherry Creek, and will support with the development and implementation of career pathways for the creative industries (in partnership with the public schools). This is not a teaching position, although some substitute teaching is required; further, this is not a direct-service position. While the Director of Academic Success can expect to interact with students, musicians, and community partners daily, their role is not to implement the programs, but rather to manage and oversee program implementation.

Program Size

- Five full-time Teaching Artists
- One contracted Teaching Resident Artist
- 10 contracted substitute teachers
- 10 -20 partner/guest artists
- 700-800 young people served annually
- Nine school partnerships
- Budget: Expenses \$560,000.00; Earned Revenue: \$313,000.00



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DIRECTOR OF ACADEMIC SUCCESS

BENEFITS

- **STARTING SALARY** \$70-85K, DEPENDING ON EXPERIENCE
- **REPORTS TO: DEPUTY DIRECTOR DEPARTMENT: CREATIVE YOUTH DEVELOPMENT & SUCCESS (CYDS)**
- **POSITION TYPE: FULL-TIME EXEMPT**
- **LEADERSHIP TEAM: YES**
- **YES START DATE: OPEN UNTIL HIRED**
- **LOCATION: 1292 W. 10TH AVE, DENVER, CO 80204; TRAVEL REQUIRED FOR SCHOOL VISITS SO MUST HAVE CAR**

- **Health Benefit:** YOR will pay \$350 per month towards the company's health insurance
- **Mental Wellness Stipend:** \$650 to use for mental wellness support, dispersed as needed
- **Paid Time Off:** 200 hours/per year. Leadership Team members accrue PTO at a rate of 8.3 hours per pay period (every two weeks)

SALARY

HEALTH, WELLNESS & GROWTH

FULL-TIME EXEMPT EMPLOYEE

BUSINESS & PROFESSIONAL DEVELOPMENT

- **Cell Phone:** YOR pays for your device and cell phone service
- **Professional Development:** \$850 provided for professional development - internal and external. These opportunities are often assigned by supervisor
- **Retirement:** YOR will match up to 3% of Gross Salary

ARTS & CULTURE

- **Studio:** Each employee has access to the recording studio for person use for 4 hours a month, use of YMS for two personal/private events per year
- **Tickets & Giveaways:** YOR will offer tickets to concerts and cultural events throughout the year



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BENEFITS





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SKILLS AND QUALIFICATIONS

- 5-7 years of nonprofit program management or school leadership experience, preferably in the Creative Youth Development Sector or in public schools.
- Relevant, innovative, and proven teaching and classroom management practices, as well as a strong understanding of Common Core Standards as defined by the school district
- 5-7 years supervisory experience
- 3-5 years experience with budget management and oversight
- Strong understanding of how social identity, economic, and cultural factors intersect dynamically with/in Youth on Record programs, schools, students, colleagues, self and society at-large.
- A firm understanding of the changing community landscape in Denver, and how these changes impact Youth on Record's work.
- Clear, direct communication style, and a strong understanding of one's personal communication style as it relates to the whole team.

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SKILLS AND QUALIFICATIONS

- Strong relationship-building skills and a track-record of working with local community organizations and service providers.
- Self-starter, able to generate results and succeed in an environment with a small, highly motivated staff.
- An orientation towards problem-solving.
- Willingness to self-reflect and grow in response to new ideas, information, and constructive criticism. Willingness to approach colleagues with 'Nonviolent' communication strategies and with constructive criticism.
- Proficient in Microsoft Office products, Dropbox, and google drive applications.
- Proficiency with Asana preferred
- Excellent writing skills.
- Goal and Growth Oriented
- An advanced degree in a related field will be considered



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RESPONSIBILITIES

Program Oversight & Management

- Collaborate with YOR's internal departments, external stakeholders and school partners to achieve YOR's mission, student outcomes, and the development of strong school and community partnerships
- Oversee the highest quality implementation of all Academic Success programs
- Develop and oversee teaching artist trainings about pedagogy, student engagement, and innovative classroom practices.
- Determine the best way forward to integrate YOR Teaching Artists into schools who want to adopt and implement a creative careers pathway
- Review and refine current program outcomes and set new priorities and specific program outcomes annually
- Set hiring priorities for future hires for ongoing Teaching Artist training & development
- Build and maintain strong relationships with administrators and relevant teachers/staff members at YOR partner agencies including but not limited to Denver Public Schools, Aurora Public Schools, and Cherry Creek Public Schools.
- Work with partner agencies to secure earned revenue contracts for the programs in the amount of \$300-400K for the FY23/24 school year; meet funding portfolio goals as agreed upon with the Executive Director during YOR's annual budget-planning period of February - June.
- Set clear performance expectations for program staff, and make staffing decisions based on performance measurements.

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RESPONSIBILITIES

Program Evaluation and Performance Assessments

- Work with the Evaluation Manager to refine, design and implement a cohesive evaluation process of academic success programming
- Audit program performance, observe in-school classes when appropriate, and make recommendations about course effectiveness and best practices in accordance with the YOR Coaching Framework.
- Works with external partners to secure student data that is to be used in our Impact and Evaluation report, to the best extent possible
- Participate in mandatory foundation and government trainings and cohorts, when appropriate
- Ensure that programs meet the expectations of the grants; submit program information and data needed for applications and reports; communicate program changes to Grants Manager; attend foundation and government site visits, trainings, and meetings when appropriate; inform program staff of the grant requirements as they relate to specific programs.

Leadership Team

- Support with the creation of the annual strategic vision, department budgets, and organizational budget
- Weekly participation in Leadership Team meetings to discuss the following: company policy; budgets; hire and fire decisions; employee wages; recommendations for future board members; board trainings; employee trainings, and the organization's strategic vision.
- Make recommendations to Executive Team team about the future direction of academic success programs
- Provide Executive Director with monthly department report, and present report at board meetings, when assigned
- Support YOR by participating in thought-leadership engagements and site visits for stakeholders and funders, when assigned
- Support YOR by participating in special events, when assigned

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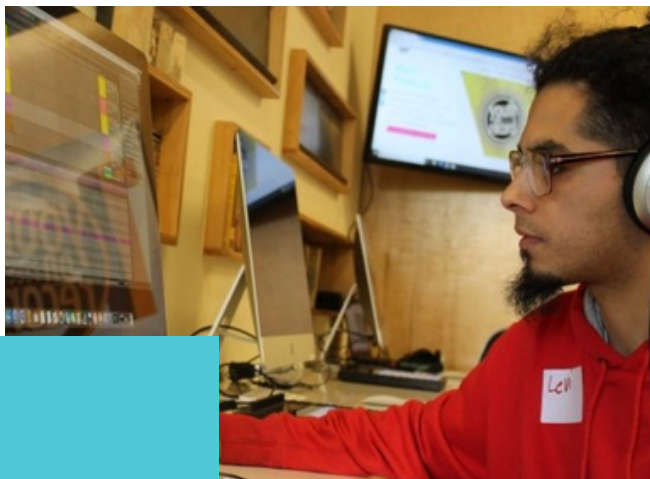
RESPONSIBILITIES

Administrative

- Work in collaboration with the Director of Business & Culture to execute partnership agreements with schools, and contracts with school districts.
- Support team in integrating all project management into YOR's Asana platform
- Design a process for maintaining student records in partnership with Director of Business & Culture (via current CRM Salsa)
- Manage the master schedule for programs, to include assigning all program staff to their school teaching assignments; negotiating schedules with school partners; communicating the schedule and changes to all relevant internal and external stakeholders; setting boundaries with school partners when necessary
- Manage program budget and adhere to income and expense requirements
- Respond to and manage program queries and student referrals via phone, email and other correspondence; delegate to appropriate team members once query is fully understood
- Contribute to team efforts by accomplishing related tasks as needed.
- Support with set-up, clean-up, promotion of and planning Youth on Record events as needed.

As a Director, this team member is a member of the Leadership Team, consisting of other department directors and led by the Deputy Director. As such, this position shares some leadership and decision-making authority in the following areas: company policy; budgets; hire and fire decisions; employee wages; recommendations for future board members; board training; employee training, and the organization's strategic vision. The Leadership Team meets weekly to ensure clear communication and shared outcomes among departments.

As a supervisor, this position is responsible to ensure that their team members are supervised in accordance with YOR's Supervision manual.



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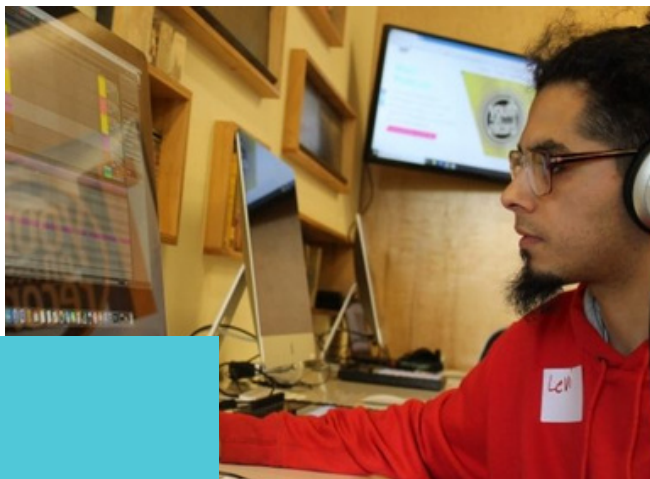
WORKING AT YOUTH ON RECORD

Benefits: Youth on Record offers a robust benefits package which includes health insurance, retirement matching fund, 200 hours paid-time-off, various holiday observations, a mental wellness stipend, cell phone and coverage, professional development, inner-life development, fitness center membership, free access to recording studio for personal projects for a minimum of four hours per month, annual use of Youth Media Studio for two approved personal events (such as graduations, baby showers, birthday party, etc.), the opportunity to work remotely when necessary, access to arts and cultural events throughout the year.

Equitable Hiring Practices: YOR takes all measures to ensure that community members from a variety of backgrounds and lived experiences have the opportunity to work for us. As such, we consider but do not base employment off the following:

Education: Youth on Record is an education organization, so we clearly value education. We also know that access to higher education isn't available to all people. While we do consider the advanced education backgrounds of our applicants, we do not require high school diplomas or university degrees for any of our positions: **Traditional Work Experience:** The creative sector and making music profession offer many opportunities to gain skills that are applicable to our work; as does lived experience. So, while we do consider employment history, length of steady employment, and references when hiring new employees, we also consider the whole identity, life-experience, self-study, community involvement, quality and impact of artmaking, and a willingness to grow and develop in our applicants; **Criminal Records:** We background check all employees at Youth on Record in an effort to ensure the safety of our students. That said, inequities in our criminal justice systems are considered when hiring employees with criminal backgrounds. Additionally, there are some past criminal offenses that do not impact the ability of our employees to perform their job duties. We speak openly and honestly with prospective and current employees about past criminal offenses and make case-by-case decisions about new and continued employment based on circumstances surrounding the offense. There are some offenses which do automatically disqualify you for working at Youth on Record, which include crimes against children.

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WORKING AT YOUTH ON RECORD

COVID-19 Vaccination:

In order to protect the health and safety of our staff and the communities we serve, Youth on Record requires employees, including some designated remote workers, to provide proof of their COVID-19 vaccination

Work Environment:

YOR's work is faced-paced, and detail and deadline oriented. We are highly communicative, with a commitment to nonviolent communication practices and a trauma-informed approach to management.

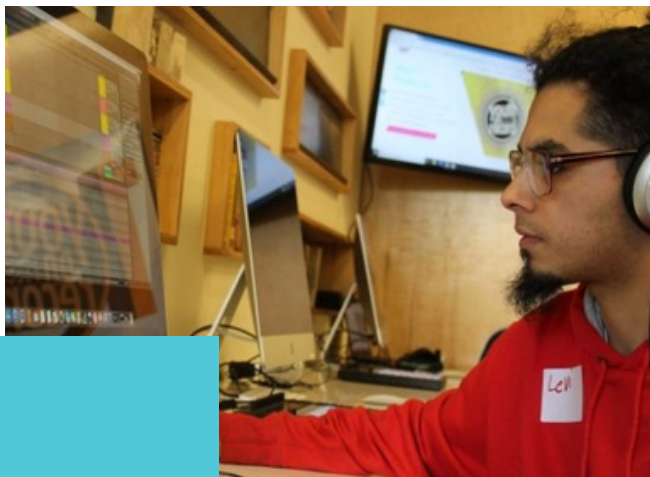
YOR's Company Culture:

INNER-LIFE WORK: YOR is committed to the whole employee. Our commitment to "Inner-Life Work" provides our team with personal and professional workshops, activities, and opportunities for reflection that aim to support their growth, their goals, and their vision for their lives.

SUPPORT: YOR offers direct support to employees through management check-ins, mentorship and coaching, robust professional development training, professional goal setting, generous fringe benefits and competitive salaries, and opportunities to provide direct, transparent, and upward feedback about our work and work culture.

ACCOUNTABILITY: YOR is committed to ensuring that our work is excellent. To achieve this, teams are held accountable to program outcomes, project deadlines, program outputs, and financial oversight by way of peer-to-peer coaching & critical feedback, supervision, mid-year planning sessions, weekly all staff meetings, and annual 360 reviews.

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APPLICATION MATERIALS

- Please send your resume and a cover letter as a single PDF document to careers@youthonrecord.org referencing “Director of Academic Success” in the subject line.