

Job Description: Founding Out of School Time (OST) Director Heart 3-5 Program

Summary: Through a new out-of-school-time tutoring initiative with Charlotte-Mecklenburg Schools, Heart Math Tutoring has the opportunity to provide small group tutoring to 60-90 students for 3 hours per week (80+ hours/year) at a designated elementary school site after school during the 2022/23 school year. We are looking for the inaugural leader to implement and refine the program to help students in grades 3-5 reach grade-level proficiency through small group tutoring and to grow the program to additional sites in future years.

The Heart 3-5 program is different from but highly complementary to Heart Math Tutoring's core model, which delivers 1:1 tutoring during the school day focused on K-2 standards. Both programs further HMT's mission of ensuring all students develop the strong foundation in math and enthusiasm for academics needed for long-term success. When combined, the programs have the potential to ensure all students arrive at middle school ready for grade-level work, complete Math I by 8th grade, experience high school success, and have expanded post-secondary and career options. The program is fully funded during the 2022/23 and 2023/24 school years and will leverage results and learnings from the first two years to continue thereafter. This position initially reports to HMT's Executive Director and manages the fulltime Heart 3-5 Operations Manager and part-time paid tutors.

Key Responsibilities: The Founding OST Director fully owns implementation of the Heart 3-5 afterschool program in one school site in 2022/23, with primary goals of (a) helping students in grades 3-5 reach grade-level proficiency in math and (b) strategically growing the program to additional sites in future years. Day-to-day responsibilities will include:

- Plan lessons, pacing, and student groupings for use by ~20-30 paid tutors who deliver lessons in 3:1 student-to-tutor ratios. Utilize a combination of Bridges Intervention and enVisions Reteach and Enrichment resources.
- Hire, train, manage, and coach part-time tutors to effectively build relationships with students, deliver lessons, and use student data to drive instruction.
- Oversee collection of student academic and attendance data, reporting analyses back to teachers, principals, families, and HMT leadership.
- Regularly interface with teachers and classrooms to connect Heart 3-5's lesson pacing with classroom pacing.
- Continuously learn tutoring best practices from research and strong peer organizations nationwide/globally and incorporate into Heart 3-5.
- Manage student enrollment, communicating with families, and family engagement plans.
- Oversee fulltime Operations Manager, who is responsible for coordinating transportation, snack period, selected HR and IT administration tasks, program materials procurement, attendance reporting, and compliance items related to HMT's contract with CMS.
- Partner with Executive Director and HMT leadership to identify continuous program improvements and strategy for long-term program sustainability and student success.

Qualifications:

- Expertise in grades 3-5 math, intervention resources, lesson planning, and data-driven instruction. (Experience in a school setting is preferred.)
- Entrepreneurial problem-solver and strategic thinker energized by leading the design and implementation of a new program.
- Exceptional leadership skills – utilized to coach, train, and manage paid tutors and Operations Manager.
- Strong relationship-builder with students, teachers, and HMT staff.
- Project management skills - able to operate at both the tactical and strategic level.

- Mission driven, including demonstrated competence and commitment in diversity, equity, and inclusion. Aligned with HMT's core values:
 - Student-centered – We do what is best for students, first. Candidate should have a demonstrated passion for Heart's specific mission.
 - Growth Mindset – Demonstrated to be a reflective & resourceful learner.
 - Precision & Professionalism – Will be able to give top-notch service to our schools and precise data analysis to stakeholders.
 - Gratitude – Celebrates students/tutors/donors/schools/colleagues and believes working with those stakeholders is a privilege. Comfortable with and will contribute to a culture of philanthropy.
 - Civic Engagement – Track record of volunteerism and contributions to community, with the belief that the community succeeds together.

Start Date: June 1, 2022 (We will work collaboratively on a June training schedule, with fulltime responsibilities beginning July 1 and programming beginning September 6.)

To Apply: We are an equal opportunity employer committed to building an inclusive work environment and supporting racial equity. We offer competitive benefits and salary. To apply, please submit a 1-page cover letter explaining your interest and a resume as soon as possible to communications@heartmathtutoring.org with the subject line, "Founding Director – Heart 3-5."