



TITLE: Assistant Director, Youth Education

REPORTS TO: Vice President of Education

Summary of the Position:

The Assistant Director, Youth Education works as a member of the Education Program to support the students enrolled in the Youth Education Program. Serving as an advocate for each youth, the Assistant Director works through classroom instruction and in individual meetings to assist students in obtaining their diploma while making active steps towards their career goals.

As the primary classroom teacher, the Assistant Director is responsible for creating a welcoming and safe learning environment, recognizing and responding to the individual needs of students who may not have had the best educational experiences in the past. Operating in a classroom with students that depend on multi-level instruction, the teacher provides individual instruction and tiered/scaffolded activities to meet student's diverse needs. Recognizing and addressing different instructional levels helps ensure that all students are challenged and supported appropriately, leading to more engaged and effective learning.

The Assistant Director can expect a caseload of approximately 15 youth per cohort and will be available to serve additional students who have already exited the program.

Preferred Qualifications:

- Previous experience in education, counseling, human services, or a related field, with preference for those who have worked with high school students.
- Excellent interpersonal and communication skills to interact with students, staff, and external partners; ability to gain trust and respect from youth to develop lasting relationships.
- Familiarity and comfortability with subject content that is presented on high school equivalency exams (HiSET/GED).
 - Teaching subjects include: Language Arts-Reading, Language Arts-Writing, Social Studies, Science, and Math.

Job Responsibilities:

- Prepare and teach group and individual lesson plans using both published and teacher-created materials that are well-paced, differentiated, and engaging to enhance and support a welcoming learning environment.
- Engage in long-term curriculum planning in coordination with other teachers that aligns with Massachusetts College and Career Readiness Standards.
- Provide guidance to volunteer tutors who will work with students one-on-one or in small group settings.
 - Develop and maintain files of curricular materials, regularly revising and adding.
- Maintain ongoing communication (monthly) with all current and former students (for a period of up to 1 year past exit).
- Assist youth in establishing boundaries and correcting inappropriate behavior.
- Maintain a network of support services for all students, making referrals as needed for additional and long-term assistance.
- Remain abreast of current best practices in the realm of Youth Education, including but not limited to mental health advocacy, trauma-informed care, and appreciative advising.
- Other duties as required and in agreement with the Director.

Schedule & Hours: Monday – Friday; 35 hrs/week.



Salary: \$60,000 - \$62,500 yearly

Benefits: Wellspring offers a strong benefits package which includes health insurance coverage via Harvard Pilgrim HMO Flex Plan, with 80% covered by the employer. We also have a 401K plan with eligible employer matching after 2 months of employment. Employees receive all national holidays, sick time, and two weeks of paid vacation, with an additional increase after 1 year of service.

About Wellspring's Youth Education Program

Wellspring Multi-Service Centers has been in operation for 40 years and has housed an education program for the past 35 years. We currently offer two branches of learning: Youth Education (HiSET- high school equivalency) and ESOL. The HiSET program at Wellspring works in partnership with MASSHIRE and is generously funded through the WIOA grant. We attract students to our program who have demands on their schedule (need a compressed schedule), have experienced high levels of anxiety in the post-COVID classroom, and whose academic aspirations align more closely with our program offerings.

The majority of our students enter college or certificate/trade programs directly after graduation. As a part of our funding guidelines, we track students for 1 full year post-exit, so it is imperative that strong relationship development is inherent in our work.

As a member of Wellspring's community, students have access to other critical services that our organization provides like transportation, clothing, and food. Our primary goal is to help our students feel like they belong to a supportive community that is dedicated to helping them achieve their goals.

Committed to attracting and retaining a diverse staff, Wellspring will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.

Interested applicants should email a resume and cover letter (addressing their fit to the position) to Jessie Pilewski, the Vice President of Education (jessie@wellspringmultiservice.org)