

Roxbury Preparatory Charter School Seeks Graduate Services Program Coordinator 2009-2010 School Year

Roxbury Preparatory Charter School, a public school that serves grades 6-8, prepares its students to enter, succeed in, and graduate from college. Roxbury Prep is founded on the philosophy that all students are entitled to and can succeed in college preparatory programs when: 1) the curriculum is rigorous, engaging, and well-planned; 2) the school emphasizes student character, community responsibility, and exposure to life's possibilities; and 3) a community network supports student academic, social, and physical well-being. Roxbury Prep helps students gain admission to outstanding public and private college preparatory high schools.

Roxbury Prep serves 230 6th, 7th, and 8th grade students. Currently, all of the school's students are students of color, and 72% of the student body is eligible for free and reduced price lunch. Roxbury Prep provides a demanding and skills-intensive education in a safe environment.

Once again, Roxbury Prep stands as one of the highest-performing middle schools in Massachusetts, outperforming nearly 80% of all middle schools in the Commonwealth on the 2008 MCAS exams. On five of the seven MCAS tests administered in 2008, the percentage of Roxbury Prep students scoring Advanced or Proficient was higher than that of the Commonwealth's White students. Roxbury Prep demonstrates with clarity that the long-standing "racial achievement gap" can and should be closed.

As a middle school with a college prep mission, Roxbury Prep supports students through high school and college with a Graduate Services Program. **A Graduate Services Program Coordinator:**

- Works with the Director of High School Placement to provide support for Roxbury Prep graduates.
- Communicates at least bi-monthly with our graduates to stay informed of their academic successes and needs.
- Visits the high schools that our graduates attend to ensure that our graduates have access to a college prep curriculum and are on track for matriculation to college.
- Prepares a monthly newsletter for students and families to apprise families of important educational dates and to highlight alumni successes.
- Coordinates alumni panels at the school to educate current Roxbury Prep students and parents about the opportunities available at college prep high schools.
- Ensures that alumni have access to productive summer enrichment opportunities, jobs and/or participation in other programs.
- Creates and manages an alumni database with tracking fields for various categories.
- Coordinates family nights to go over the college application process and the financial aid process.
- Develops and implements programs for Roxbury Prep alumni in collaboration with the Director of High School Placement.
- Serves as an Advisor for middle school students and families.

Roxbury Prep will hire and offer a competitive salary package to a Graduate Services Coordinator who:

- Is dedicated to and effective with urban students of color.
- Is committed to supporting students through college graduation.
- Communicates effectively with students, parents, colleagues, and community members.

Please contact Will Austin at waustin@roxburyprep.org or (617) 566-2361, x101 with any questions.

If interested, please fax or send a resume and cover letter ASAP to:

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