



Job Description: Education Manager

What We're Doing

The CORRAL Riding Academy is a Christ-led non-profit that offers our community's most vulnerable girls a holistic long-term support system to provide each child access and opportunity so she can develop into the young woman God designed her to be. CORRAL is intended as a long-term intervention for these girls, requiring a minimum of one year's commitment from each participant. CORRAL's program provides intensely personal and high contact programming that includes only the uppermost standards of literacy and academic tutoring, vocational training, and equine assisted therapy programs, as well as individual and group mental health sessions. These efforts considerably reduce recidivism and risky behaviors among young women in our county, creating a future of strong, independent individuals.

How We're Doing It

Being part of the CORRAL team means being ready to work *hard* and work *joyfully* towards this mission. We take our jobs seriously...but try not to take ourselves too seriously. Our team is diverse, fun, collaborative, and filled with supportive people. When things get crazy, we're all hands on deck. When things slow down, we rest well.

Diversity Statement

CORRAL aims to serve the highest risk girls in our community. Among those risk factors is the influence of systemic racism. As members of a marginalized population, young people of color are statistically more likely to have negative health, academic and economic outcomes. Understanding this context, CORRAL bears the same responsibility to heal the trauma our girls have experienced due to systemic racism just as much as more commonly understood forms of trauma ie. physical or emotional abuse.

CORRAL is committed to creating a diverse environment and is proud to be an equal opportunity employer. Diversity is more than a commitment at CORRAL—it is the foundation of what we do. We are committed to walking with ALL stakeholders on a journey of anti-racism. We are fully focused on equity and justice. All qualified applicants are encouraged to apply.

Job Description

The Education Manager role at CORRAL Riding Academy is a key component to the girls' success. This individual ensures that each child in our program has the opportunity to attend college. We are looking for a data-driven educator who has experience developing educational interventions with low-performing learners. Ability to lead and grow volunteers is required to do this job well. This position is Full Time **(Tuesday, Wednesday & Thursday 11a-7p, Friday: 9a - 5p, Saturday 8:30 a.m. - 5p)**.

Responsibilities

The Education Manager ensures the academic success of each Riding Academy participant in the CORRAL. This manager is responsible for providing each child educational access for future success. The Education Manager will monitor the academic progress of each participant and arrange interventions as needed. Successful candidates will uphold the mantra of “No excuses”, be willing to do “whatever it takes” to create future opportunities for the girls and deliver on our program goals and guarantee. This manager will work relentlessly but also rests well; demonstrating good emotional balance and spiritual fitness. This overall responsibility includes the following components:

Advocacy

- Advocates fiercely for participants in ALL facets of their education
- Acts as a point of contact for participant’s parents, teachers, and administrators regarding academics
- Supports participant and their parents in understanding the school system, their educational rights, and how to advocate for themselves within that system
- Attends IEP, treatment team, and school meetings as necessary

Program/Participant/Education Management

- Plans and manages participant tutoring sessions
- Plans and executes academic remediation to support each child in performing at grade level
- Checks each participant’s online school accounts (i.e. Power Schools, classroom websites) weekly and creates a customized plan for each child
- Holds each participant accountable for low grades/missing assignments, behavior, and school attendance.
- Creates academic goals with the girls bi-annually and monitors weekly
- Collaborates daily with the Programming Team to support program participants, create weekly schedule, and devise program interventions
- Manages compliance needs for the RA academic program and maintains RA policies and procedures
- Creates an optimistic, rigorous culture for participants where CORRAL girls are working *with* leadership rather than against, maintaining high expectations for staff and girls at all times
- Monitors data proactively and makes data-driven decisions
- Participates with girls and staff in all aspects of the Program, as needed.

College and Career Prep

- Oversees College & Career Curriculum and shepherds students to a post-secondary education
- Fosters a “college bound culture” where participants are excited about and have a vision for their future

Champion Management: This individual will manage a team of volunteers, the Education Team. As such, this manager:

- Ensures champions understand the “why” of CORRAL
- Teaches CORRAL 101: Girls and ensures each champion who comes in contact with the girls is prepared to work with them to the best of their ability using CORRAL’s values of safety, relationship, high- expectations, and accountability.
- Ensures that tutors and volunteers are thoroughly prepared to work with the girls in tutoring and vocational sessions

- Briefs volunteers upon arrival of schedule and girls needs
- Update Salesforce with interactions with champions as needed
- Manages a group of volunteer tutors and is responsible for the training, coordination, and capacity building of our volunteer champions. Includes volunteers in the “rigor with joy” culture of CORRAL
- Provides training and professional development for vocational and tutoring volunteers
- Provides leadership and oversight for vocational and tutor leaders

Other: Participates in CORRAL’s community events and fundraisers.

The Numbers

As Education Manager you can expect to be held accountable for the following numbers:

- Course average for all participants, consistently above 80 (weekly) and on track to be a 3.0 or higher (outcome)
- 90% of the girls will attend school
- 80% of girls have C’s or better at each marking period
- 80% are showing progress towards personal education goals
- 85% of girls are on track to be “college ready” using CORRAL’s readiness indicator
- Maintain a team of 10% Steward-level volunteers, 20% Engaged-level volunteers and 70% Participant-level volunteers

Requirements

The ideal candidate for the Education Manager will have a Bachelor Degree in Education or Related Field, 2-5 years teaching experience, experience and success with implementing academic and behavioral interventions, and experience with at-risk or socio-economically disadvantaged youth and trauma-informed intervention.

Group or classroom management skills are a must. The candidate will also have a passion to impact the lives of our future leaders. Other preferred skills include:

- Experience using a systems-approach to developing the whole-child
- Racial-equity training
- Spanish Speaking
- Math Education Experience

Salary: \$46,000-\$58,000 commensurate with experience and qualifications. Health, vision and dental benefits included. We are not looking for professional services or contract services.

To apply for this position, please send a resume and cover letter to Camille Brown, Program Director, at camille.brown@corralriding.org.