



Horizons at New Canaan Country School

Academic Success & Engagement Manager

Background:

Horizons at New Canaan Country School (NCCS) was founded in 1964 and is the flagship program for what has become a national movement. There are now over 70 Horizons programs across the United States and counting. Each year we serve close to 400 underserved students in Kindergarten through 12th grade, the majority of whom live in Stamford and Norwalk. Our program includes a robust 6-week summer program for close to 300 students and a school year program with academic, enrichment and caregiver programming. We raise our entire budget annually from private sources to ensure that each student can attend tuition-free.

Our Vision:

To build a more just and equitable society.

Our Mission:

Transforming the lives of underserved children and youth through year-round academic and enrichment programs to inspire learning, encourage success, and close the opportunity gap.

Our Values:

- Equity through Opportunity
- Educating the Whole Child
- Joyful and Nurturing Community

Job Summary:

The Academic Success & Engagement Manager will work with the Director of Student and Family Programming to implement all programming. While this role will directly support all K-12 initiatives, there will be a special lens towards grades K-5. This position will report to the DSFP and work in partnership with the Horizons team.

School Year Responsibilities include:

- Oversee all aspects of tutoring support.
- Partner with the DSFP on program-to-caregiver communication for academic support programs
- Participate in school-based parent conferences, PPTs, 504 meetings as needed to support students from an academic standpoint
- Partner with the DSFP on Winter Program, Super Saturdays and additional Saturday programming regarding academic content
- Support the DSFP to register students, communicate with families, and track attendance for Winter Program, Super Saturdays, and additional Saturday programming
- Manage volunteer coordination and tracking for all school year events
- Alongside the DSFS and DCC/SW plan caregiver and family educational workshops
- Support the admissions process
- Manage pre-summer academic data

- Participate in planning and facilitation of College & Career Pathways Tours
- Manage the Alumni Association and yearly events including, but not limited to updating alumni contact information and partnering with the Alumni Association Event Planning Committee

Summer Responsibilities include:

- Serve on team that reviews curriculum submissions
- Co-facilitate the planning of field trips and special events to embody our summer theme and learning goals with the DSFS
- Manage volunteer coordination and tracking for all summer events
- In partnership with the DSFS and Summer Program Dean of Students and Culture manage TA/TAIT evaluation data
- With support of the team, plan field trips and special events that embody our summer theme and learning goals.

The ideal candidate will have:

- Minimum of 3-5 years working with multicultural families and students in an educational setting
- Experience creating academic enrichment and socio-emotional programming
- Sensitivity to cultural and socioeconomic characteristics of families/students from marginalized communities
- Strong working knowledge of Google Workspace
- Knowledge of Norwalk and Stamford communities and resources preferred
- A high level of proficiency in Spanish or Haitian Creole
- Excellent organizational, management and communication skills
- Ability to thrive in a busy work environment and flexibility to work nights and weekends
- Passion for the Horizons mission

Compensation and Benefits:

The Academic Success & Engagement Manager position is a full-time salaried position with medical and vision benefits; life and disability insurance; 403(b); generous vacation and PTO time, professional development support, and access to tuition remission for children of NCCS faculty and staff. The salary range is \$60,000 - \$70,000 dependent on relevant qualifications and experience. The Student Success & Engagement Manager is expected to work regular on-site business hours with some evening and weekend hours required to support program and donor events.

Equal Opportunity Employer:

Horizons at NCCS is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran or disability status.

How to Apply:

Please submit a detailed letter of interest and resume to:

Dr. Leanne Tormey
Executive Director of Horizons at New Canaan Country School
ltormey@horizonskids.org