



Director of Middle School Programs

Mission: REACH Prep provides access to transformative educational experiences that empower underserved, high-achieving students to graduate from top colleges and emerge as the next generation of leaders.

Organization: For over 29 years, REACH Prep has helped motivated and talented Black and Latinx students from underserved communities in Fairfield and Westchester counties and the Bronx gain admission and thrive in rigorous independent schools. Upon admission to REACH Prep at the end of fourth grade, students benefit from a 12-year educational continuum, including comprehensive academic preparation and enrichment, leadership training, and supplementary individual and family guidance that prepares them to succeed at and graduate from competitive colleges. REACH Prep's model of access to high-quality education and sustained, extensive, and long-term support achieves college success rates that defy trends and national statistics.

REACH Prep is easily accessible for those traveling from New York City or New Haven. Our office is conveniently located in downtown Stamford near Harbor Point and within a short walking distance from Stamford's Metro-North Station.

REACH Prep seeks a highly motivated, committed, organized, and enthusiastic individual for its Director of Middle School Programs. This position will serve as a Program Director and report to the Chief Executive Officer.

Responsibilities:

Director of Middle School Programs – Serves as the Program Director for grades 6-9. Program Directors monitor students' academic performance, school and extracurricular activities, and social/emotional growth.

- Nurture each student's academic and individual progress with check-ins, family meetings, school visits, financial aid guidance, and other opportunities
- Cultivate and maintain relationships with independent school partners
- Coordinate student support, including academic enrichment, testing (SSAT), and counseling
- Collaborate with the Program Team to support students and families
- Develop and plan workshops on topics such as organization, study skills, or social/emotional learning
- Coordinate summer enrichment opportunities
- Responsible for maintaining student records and student progress
- Serve on REACH Prep's Admission Committee
- Support admissions and development events



Start Date: Immediately

Qualifications:

- Commitment to REACH Prep's mission
- Undergraduate degree required; Master's degree preferred
- Demonstrated cultural competency and interpersonal skills to effectively communicate and collaborate within REACH Prep and the broader communities we serve
- Relevant experience in educational access or classroom teaching
- Ability to cultivate and maintain strong relationships with school personnel, parents, and students
- Ability to work both as part of a team and independently to accomplish departmental and individual goals
- Excellent organizational, written, and verbal communication skills
- Positive energy and flexibility
- Proficiency and familiarity with Office, Google, and Salesforce is a plus
- Ability and willingness to work a Tuesday-Saturday schedule (when needed) to support weekend programming
- Fluency in Spanish or Haitian Creole a plus
- Valid driver's license and ability to travel and visit independent schools

To Apply: Please submit a cover letter and resume via email only to Becky Reiser, CEO, at breiser@reachprep.org. Please use the subject title "REACH Prep Director of Middle School Programs."

No phone calls, please. REACH Prep can respond only to those candidates who will receive an interview. Thank you.

REACH Prep is an equal opportunity employer and welcomes applicants from diverse backgrounds.