



Director of Placement & Assistant Director of 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 30 years, REACH Prep has helped motivated and talented Black and Latine 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 along with 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 Placement & Assistant Director of Programs. This position will work with all Program Directors and report to the Chief Executive Officer.

Responsibilities:

Director of Placement – Directs all aspects of independent school placement for students applying for middle school and secondary placement for those applying for ninth or tenth grade.

- Prepare students for interviews, essays, and the completion of applications
- Assess the best-fit schools and entrance grade for each student and their families
- Oversee standardized testing
- Teach the "Placement" class to REACH Prep fifth graders
- Assist parents with the financial aid process
- Write recommendations for each applicant
- Cultivate and maintain relationships with independent school admissions departments
- Coordinate the admissions calendar to inform families of school fairs, deadlines, workshops, etc.
- Maintain placement statistics and student records
- Serve on REACH Prep's Admission Committee
- Represent REACH Prep as a member of the Fairchester Admissions Directors' organization
- Attend REACH Prep events as required



Assistant Director of Programs – This position will support all Program Directors and the Director of Admission and Enrollment

- Assist with programming for REACH Prep students from fourth grade to college graduation, including Saturday workshops and summer Prep Academy
- Assist the Director of Admissions and Enrollment to recruit students to apply
- Support admissions and development events

Qualifications:

- Commitment to REACH Prep’s mission
- Undergraduate degree required
- Prior experience teaching or in admissions, preferably in an independent school
- Demonstrated cultural competency and interpersonal skills to effectively communicate and collaborate within REACH Prep and the broader communities that we serve
- 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 with familiarity with Office, Google, and Salesforce a plus
- Ability and willingness to work evenings and Saturday hours as necessary
- Fluency in Spanish or Haitian Creole a plus
- Valid driver’s license and ability to travel and visit independent schools

Start Date: Summer 2025

To apply: Please send a cover letter and resume through email only to Becky Reiser, CEO, at breiser@reachprep.org. Please use the subject title “REACH Prep Director of Placement.”

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