

Job Description

Artward Bound Program Assistant

AmeriCorps MACC VISTA for

Artward Bound and Boston Public Schools Visual and Performing Arts Department

Contracted: September 2014 – August 2015

Overview

Artward Bound is a multi-year college access program in the visual arts at Massachusetts College of Art and Design (MassArt). This year-round program prepares underserved high school students who live and go to school in Boston with the artistic, academic and personal skills needed for acceptance to and success at an art and design college or other post-secondary institution. Launched in the summer of 2011, Artward Bound is one of the first intensive arts and academic program programs of its kind in the United States. Students enrolling in the program are expected to participate from their freshman through their senior years in high school. Artward Bound presently has two cohorts: an older cohort of students currently in 10th and 11th grades and a younger cohort currently in 9th grade.

Artward Bound students participate in an after school program in fall and spring, and an intensive six-week summer session that combines art and academics. In fall and spring, the after school program is project oriented, exploring different art and design media, and integrating academic skills into the activities.

Now in its third year, Artward Bound will have its first students graduate in Spring, 2015. Artward Bound has been successful in delivering strong arts curriculum, but is still building systems and services related to academic support and standards for high school students appropriate to the program.

Position Description

The Program Assistant will be responsible for working with program staff to strengthen the administrative infrastructure of Artward Bound, with a focus on building systems and strengthening connections with the students' schools. These connections and improved communication will expand Artward Bound's capacity to support students academically. The focus on the position will be reviewing and improving data collection, assessment and reporting information, and researching and facilitating expansion of academic support systems.

Working with the Director of Artward Bound and the Director of Youth Programs, the Program Assistant will help build protocols for information sharing between schools and Artward Bound; build awareness of Artward Bound students' work at their home school, and connect with guidance counselors and teachers to ensure that student needs are being identified and addressed. The Program Assistant will, in collaboration with the schools, support the director in recruiting the next cohort of Artward Bound students, to begin in Summer, 2015.

The Program Assistant will support building logistical systems for day to day operations. This can include scheduling mentors, coordinating individual activities, and building systems of

communication between students, staff, and schools. It also includes work on maintaining and improving program information, such as attendance records and assessment tools.

The Program Assistant will also help in building resources for tutors and mentors to strengthen academic support. This can include assisting with building individualized lesson and tutoring plans, building tutoring options, and researching and developing lesson resources as well as training. The Program Assistant will have access to attend a myriad of professional development opportunities and will in turn modify what they learn to deliver relevant trainings to Artward bound staff.

The Program Assistant will primarily work in the Artward Bound offices, housed in Professional and Continuing Education at MassArt, but will also spend time working with BPS and visiting schools and in the Artward Bound classroom. The Program Assistant reports to the Director of Artward Bound.

Responsibilities

- Maintain and improve ongoing data systems to track student information
 - Attendance (for Artward Bound and Arts Expansion requirements)
 - Assessment information
 - Individualized goals and work-plans
- Work with the Artward Bound Director to build systems that strengthen school connections
 - Information sharing protocols
 - Individualized work plans
 - Recruitment plan for the next cohort of Artward Bound students
- Participate in appropriate professional development activities in support of the program and program goals
 - Cultural competencies (MassArt Center for Art and Community Partnerships)
 - Appropriate BPS activities and trainings to build understanding of points of connection between organizations
- Research and recommend expanded academic support structures and potential partnerships for efficiencies
 - Tutoring options
 - Test training options (PSAT, SAT, ACT)

Qualifications

Strong candidates will have:

- Bachelor's degree, preferably in education or the arts;
- Demonstrated interest or experience with visual arts;
- Excellent writing and communication skills; ability to interact professionally with different communities and organizations;
- Experience working with diverse youth in community and/or museum, arts program settings or equivalency demonstrating interest and comfort working with diverse youth
- Attention to detail and knowledge of administrative office systems