



**POSITION:** Dropout Re-Engagement Specialist

**REPORTS TO:** Re-Engagement Center Manager

**JOB DESCRIPTION:** The Dropout Re-Engagement Specialist will work as part of a team dedicated to contacting recent high school dropouts and re-enrolling them in the Boston Public Schools (BPS). The team works at the BPS Re-Engagement Center to ensure appropriate placement for these returning students and supports the placement of disengaged high school students into alternative education placements. The team maintains contact with returning students at their new schools. If re-enrollment in the BPS is not a viable option, the team strives to connect the dropout with other public or non-profit support systems, such as high school equivalency (HSE) programs and Boston's Career Centers.

This work is an action-oriented research project and part of Boston's larger dropout prevention and recovery effort. The team develops quantitative and qualitative reports on the BPS dropout re-engagement initiative to refine its practice and to inform dropout prevention efforts. These reports are presented to the Youth Transitions Task Force and the PIC Board of Directors, as well as the BPS Superintendent and his team, the Boston School Committee, and other concerned audiences, both local and national.

**GENERAL RESPONSIBILITIES:**

**Outreach, assessment, and referral**

1. Reach out to dropouts and, where appropriate, parents or guardians
2. Advise dropouts and disengaged students on the education or training options available to them and assist dropouts in connecting to these options

**Data management, research, and evaluation**

3. Document and track the reasons for dropping out, current program needs, educational levels, and other critical information on interviewees who have left school without a diploma
4. Contribute to the development of processes for tracking data both before placement and after, to monitor students' progress
5. Capture the stories and perspectives of dropouts through interviews and focus groups
6. Participate in the ongoing analysis of the needs of the dropout population and the educational options available to them to help assess whether the current supply of programming matches the need

## **Relationship management**

7. Develop relationships with alternative education and training programs, as well as district high schools, for the purposes of referral and systems building
8. Network with existing efforts to reach out to disconnected youth, including City, community-based, and Boston Public Schools programs
9. Provide leadership around coordination of educational and social services across departments
10. Other duties as assigned

## **DESIRED QUALIFICATIONS:**

1. Bachelor's Degree with a minimum of two years related work experience
2. Experience counseling, training, or teaching required; experience working with youth of diverse backgrounds
3. Knowledge of the Boston schools, public agencies, and community organizations; familiarity with Boston employment, education, and training systems
4. Strong interpersonal and leadership skills
5. Ability to develop relationships with youth, families, BPS staff, community partners, and PIC personnel
6. Strong organizational skills
7. Strong writing and presentation skills
8. Strong data entry and database management skills; interest in learning to use report writing software (Business Objects)
9. Basic research and analytical skills
10. Fluency in Spanish, Cape Verdean Creole, or Haitian Creole a plus

Please submit cover letter and resume to Emmanuel Allen ([emmanuel.allen@bostonpic.org](mailto:emmanuel.allen@bostonpic.org)) by Friday, September 22.