

Reports To: Co-Headmasters

Job Description: Retention Specialist

The Boston Arts Academy, a public high school for the visual and performing arts, is starting its 11th year in September 2008 with 440 students in Grades 9 - 12. It is a joint project of the Professional Arts Consortium, Inc., (comprising the Berklee College of Music, Boston Architectural Center, the Boston Conservatory, Emerson College Massachusetts College of Arts, and the School of the Museum of Fine Arts) and the Boston Public Schools. The Boston Arts Academy is charged with being a laboratory and a beacon for artistic and academic innovation. The Boston Arts Academy prepares a diverse community of aspiring artist-scholars to be successful in their college or professional careers and to be engaged members of a democratic society.

This innovative school features a college preparatory curriculum supporting integrated and interdisciplinary teaching and learning among arts and academic disciplines. Students explore the arts in both traditional and new media forms. The Academy's program is enriched by the involvement of the six members of the Professional Arts Consortium. Both the program and the student body at the Academy reflect the culture, ethnic and linguistic diversity of Boston.

The Academy is a Pilot School and a member of the Boston Pilot Schools Network, a group of Boston Public Schools that, by union contract, have been granted increased autonomy and flexibility to be laboratories of educational innovation. This includes the right to extend the school day and year for both faculty and students.

The Retention Specialist is a full-time managerial position working closely with the College & Career Counselor to provide administrative support with current students and alumni. The Retention Specialist will work as a liaison between the Guidance and Career office and other departments within the school including but not limited to the Registrar, Recruitment, Parent Coordinator, Technology, Student Support and Development. The Retention Specialist will create and maintain the collection of information for a database to track current students, and alumni in order to generate required reports.

RESPONSIBILITIES:

1. Provide administrative support to guidance and career programs on the logistics of students including College Visit Day, College Day, Career Day, etc.,
2. Act as the liaison for current and graduated students for interaction with the school,
3. Work with the Director of Technology to develop and implement data systems for the collection and recording of information related to admissions, programming, record keeping, placement, and discharge of students, including but not limited to attrition statistics, college retention, longitudinal graduate data, etc.,

4. Coordinate with Director of Technology and Registrar to manage the implementation of an integrated database that tracks students from application through graduation and beyond,
5. Prepare regular quarterly reports for external audiences, funders, and community organizations,
6. Create and maintain consistent, effective and timely communications with students, faculty and alumni,
7. Maintain alumni database and interface with the web,
8. Develop questionnaire and database, including making phone calls, coding and inputting into database, responses from graduates,
9. Work with Development regarding Alumni needs
10. Organize and run a yearly Alumni event,
11. Work with Student Support Team in a supportive role and serve on school-wide teams as needed (to get to know the students),
12. Provide administrative support to the Recruitment Director during the admission and audition process,
13. Build and strengthen relationships with local community partners.
14. Participate in one annual retreat which could fall on a weekend,
15. Performs other related duties as requested by the Co-Headmasters.

QUALIFICATIONS:

Required:

- Bachelor's Degree or appropriate experience
- Knowledge of a wide variety of computer programs including word processing, internet, database management, Power Point, Excel and Desktop publishing,
- Willingness to learn data management technology,
- Experience working with diverse communities
- Strong interpersonal skills, including the ability to work with diverse groups of people,
- Excellent organizational skills with attention to detail
- Demonstrated ability to manage time well and work in a self-directed way
- Excellent verbal and written communications skills
- Experience working in an urban schools with teachers, administrators and students,
- Experience in managing and planning events,
- Experience in developing and/or leading workshops and trainings
- Ability to work in a fast-paced environment, work independently, exercise judgment, manage multiple tasks and re-priorities goals in response to program needs,
- Capability to work flexible hours including evenings and weekends
- Must live in the City of Boston or be willing to move to the City of Boston if hired.

TERMS: Tier B – (Salary Range \$35,000- 43,616 depending on experience)
School Based Managerial –223 day work year, some evenings and weekends.

To Apply: Send a resume & letters of recommendation to:

**Deborah Pullen, Business Manager, Boston Arts Academy, 174 Ipswich Street,
Boston, MA 02115. Any questions contact Deborah Pullen at 617-635-6470 x336 or
by email at dpullen@bostonartsacademy.org.**

**All applicants must apply on line at the Boston Public Schools website
www.bostonpublicschools.org.**