

A Step Beyond | Academic Manager

Location: Escondido, CA | Full-Time, Salaried | \$65,000–\$75,000 DOE

A Step Beyond (ASB) is a creative youth development organization centered in dance and dedicated to empowering students in grades 3–12. We believe students thrive when they receive strong academic support, family partnerships, and community guidance. Our goal: to prioritize artistic growth while ensuring academic success, so every student completes high school, is prepared for college and career pathways, and gains the tools to shine in both dance and life.

Position Summary

The Academic Manager ensures students have the academic foundation to succeed in school and fully engage in ASB's creative youth development model. This role is ideal for an educator or program leader with expertise in curriculum development, instructional strategies, or public school systems. The Academic Manager will align supports with grade-level standards, California A–G requirements, and college/career readiness benchmarks, while also fostering student-centered, culturally sustaining learning environments. This role includes building strong relationships with students and families, overseeing ASB's academic programming, managing partnerships, and leading the Academic Services team.

Reports to: Programs Director | **Supervises:** Academic Team

On-site program hours: M–F, 3–8 PM | **Administrative hours/location:** Flexible; some evenings/weekends for ASB-wide events

Date of Hire: Applications will be reviewed on a rolling basis until the position is filled.

What You'll Do

Student Family Support

- Build trusting, strengths-based relationships with students and families
- Monitor students' academic performance, GPA, and progress toward graduation and A–G completion.
- Design and implement individualized academic supports linked to school performance and dance participation.
- Provide group workshops and one-on-one guidance to support high school completion, college readiness, and career pathways.
- Guide seniors and alumni through college applications, financial aid, and career planning.

Program Management

- Oversee 3rd–12th grade academic supports, tutoring, and enrichment programming

- Develop, implement, and continuously refine curriculum and instructional strategies aligned with California academic standards and A–G requirements.
- Partner with colleges, donors, and volunteers to recruit, train, and place tutors effectively.
- Collaborate with local schools to identify barriers and solutions for student success.
- Use data and assessments to measure program impact and inform improvements.
- Lead bilingual family workshops focused on academic achievement and college/career readiness.
- Maintain accurate student records (attendance, grades, Individual Learning Plans) in Salesforce and ensure timely communication with families.
- Support ASB-wide events and contribute to collaborative decision-making across programs.
- Ensure students and families receive timely communication across multiple platforms

Supervision & Leadership

- Supervise and mentor Academic Services staff and emerging educators, fostering professional growth and instructional excellence.
- Coach staff in student-centered, trauma-informed, and culturally sustaining practices.
- Model and maintain safe, relational, and supportive learning environments.
- Uphold and teach ASB core values: Integrity, Stewardship, Respect, Courage, and Excellence.

What You'll Bring

- Bachelor's degree or equivalent experience in education, youth development, or a related field
- 3+ years working within public school systems and/or 5+ years teaching, supervising, or mentoring youth.
- Experience designing curriculum, academic interventions, or standards-aligned learning pathways.
- Strong knowledge of California academic standards, A–G requirements, and college/career readiness frameworks.
- Experience training or mentoring early-career educators, tutors, or youth leaders.
- Spanish fluency (oral & written).
- Proven ability to supervise, support, and develop staff or volunteers.
- Deep understanding of student-centered, trauma-informed, and culturally sustaining practices.
- Genuine passion for advancing the academic success of young people.

Bonus: Experience in nonprofit work, arts education, school counseling, or college/career readiness

Why You'll Love Working Here

- Creative, youth-driven environment
- Deeply student-centered mission
- Flexible administrative schedule
- Collaborative and supportive team culture
- Opportunities for leadership and professional growth
- Health, dental, PTO, and 401(k) match

Apply: Email a resume and cover letter to jsolorio@a-step-beyond.org with "Academic Manager" in the subject line.