

## **Berkeley Academy: Assistant Director of the College Bound Program**

Berkeley Preparatory School

Tampa, FL

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### **Berkeley Preparatory School - a school free of government interference located in beautiful Tampa, Florida.**

Founded in 1960, Berkeley Preparatory School is an independent, co-educational, Episcopal affiliated college preparatory school with a current enrollment of 1,400 students in grades Pre-K through 12. Notably, the school operates completely free of interference from state and local governments. Employees at Berkeley are amongst the most well-compensated in the industry and are supported assiduously in tangible and intangible ways.

At Berkeley, we seek to educate the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so they may attain their highest potential. We are committed to providing an inclusive and diverse learning community that develops the character of and a strong sense of social responsibility in each student.

Berkeley is located on a beautiful and well-equipped 86-acre campus, consisting of 29 state-of-the-art buildings. Our proud mascot is the Buccaneer. Graduates are passionate, well-rounded individuals who have learned the core values of discipline, diligence and integrity while mastering a rigorous, engaging curriculum and enjoying a myriad of co-curricular opportunities.

The tax advantages of living in Florida are significant, and the Tampa Bay region offers an incomparable lifestyle replete with sunshine, year-round outdoor activity, and rich culture. Safe and easy to navigate, Tampa Bay is a wonderful place to make a life.

## **Berkeley Academy: Assistant Director of the College Bound Program**

Berkeley Preparatory School seeks a committed, optimistic, kind, and tenacious professional with a passion for relationship building, college access, and creative thinking to serve as the Assistant Director of the College Bound Program for the Berkeley Academy. The Berkeley Academy is a signature academic enrichment and service program that serves Hillsborough County Public School students (grades 7-12) who attend the program during the summer and on weekends. The Berkeley Academy is dedicated to the mission of providing a supportive, enriching, and academically rigorous college preparatory environment for highly motivated students from low-income households in our Tampa Bay community. Through Saturday and summer programming and by partnering with our scholars' home schools, Berkeley Academy ensures that students have the preparation, skills, and knowledge necessary to succeed in college and beyond.

We seek a passionate, collaborative team player dedicated to excellence who can manage and execute our College Bound Program (grades 9-12). The ideal candidate will provide a strong support system through meaningful relationship-building, grade-specific programming, individual check-ins, and school visits. They will recruit, motivate, and manage volunteer teams and support staff (both teens and adults) to ensure that all are equipped to work effectively with scholars and uphold our mission. This individual will be detail-oriented, able to manage multiple tasks concurrently, and skilled in planning, organizing, and executing events and programming throughout the academic year and summer. Additionally, they will demonstrate a growth mindset, a willingness to give and receive constructive feedback, and an unwavering belief that strong relationships and the right support enable scholars to reach their educational goals. They will exhibit grit and compassion in all areas, holding deep respect and understanding for scholars and families from diverse backgrounds. Bilingual (English/Spanish) proficiency and experience working with educationally underserved populations and/or first-generation college students are preferred.

#### Key Responsibilities:

- Lead College Bound programming for grades 9–12, including creating and updating resources and lessons, coordinating schedules and logistics, presenting workshops, and maintaining organized program records.
- Oversee the Scholar Support Advisor Program by ensuring consistent scholar check-ins, partnering with schools to monitor scholar progress, and recruiting, training, and supervising Scholar Support Advisors.
- Oversee the college application process for scholars by recruiting, developing, and supervising a team of support staff—both volunteers and stipend-based roles—and ensure they are well supported. Responsibilities include coordinating college-readiness programming such as SAT preparation and FAFSA assistance, and building partnerships with colleges and universities.
- Support the Summer Program by overseeing all College Bound–related components and scholars, including participating in team-building, supporting College Bound Scholar leadership roles, and contributing to programming such as high school transition workshops and college awareness.

The position requires a flexible work schedule, including nights and weekends. Adjustments for reasonableness will be made.

**Compensation and Benefits:**

The desired start day for this position is July 1, 2026, or sooner. This is a full-time, salary, exempt position with full benefits. The compensation package will be very competitive nationally and commensurate with experience, degree attainment, and the national independent school and college markets.

**Interested Persons:**

Select [here](#) to apply now.

*All inquiries and nominations are kept confidential.*

*Berkeley Preparatory School does not discriminate on the basis of age, sex, religion, race, color, sexual orientation, gender identity, genetic information, disability, national or ancestral origin, or any other status protected by law, in the administration of its educational policies, scholarship programs, athletic programs, and other School-administered programs, or in the administration of its hiring and employment practices.*

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*