



George Jackson Academy **Director of High School Placement**

About GJA

George Jackson Academy (GJA), a small (85 - 95 students) all-boys independent middle school, grades 6 - 8, in New York City, seeks a dedicated, student-centered Director of High School Placement to oversee and execute all elements of the high school admissions process. This role is deeply integrated into student life, includes teaching responsibilities, and plays a critical part in ensuring each GJA graduate is well-prepared for the next step of their academic journey. The Director of High School Placement is a key member of the Leadership Team and reports directly to the Head of School. This is an in-person, full-time, 12-month position with a July 1, 2026 start date.

A fundamental goal of the GJA mission is to help high-achieving boys from low-income and low-wealth backgrounds gain access to excellent high schools. GJA graduates attend a mix of independent day & boarding schools, parochial schools, and specialized public schools in New York City and throughout the northeast. 100% of alumni graduate high school and 95% attend selective colleges and universities. The high school placement process is an essential aspect of the promise that GJA makes to students and families.

The Role

Beginning in the winter of 7th grade, the Director of High School Placement guides a class of 30+ students and their families through the high school admissions process including: list creation, application completion, interview prep, standardized test preparation, financial aid application completion, final school selection, and preparing for the transition to high school. See below for additional information.



George Jackson Academy Director of High School Placement

Key Responsibilities

High School Admissions Management

- Oversee the complete high school placement process for 30+ boys beginning in the second semester of 7th grade
- Guide students and families through the application process including but not limited to: essays, faculty recommendations, and transcript submission
- Guide families through the financial aid process, including forms, deadlines, and school-specific requirements
- Prepare students for virtual and in-person high school interviews
- Coordinate standardized test preparation, administration, and logistics
- Support and organize student participation in high school visits and open houses
- Write, coordinate, and manage high-quality recommendations
- Maintain accurate and up-to-date digital records for each student
- Communicate regularly with families to ensure that they feel informed, empowered, and supported
- Build and maintain strong and positive relationships with admissions teams at partner high schools, including visits to partner schools
- Stay informed about trends in the high school placement landscape, including standardized test shifts, financial aid changes, and admissions updates
- Collaborate closely with faculty and staff to support student preparation and readiness
- Use data to continually refine George Jackson Academy's placement processes
- Manage a small program budget to support test prep, application fees, and placement-related activities
- Attend occasional evening or weekend school functions.
- Perform other duties as assigned

Teaching Responsibilities

- Teach High School Placement class. Beginning in the spring of 7th grade, this class prepares students for the high school admissions process including; school exploration, essay writing, and interview skills prep.
- Serve as an occasional substitute teacher



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Qualifications

Required

- Commitment to GJA's mission, values, and student population
- Bachelor's degree (B.A.)
- Experience working with middle school boys
- Strong organizational, communication, and project management skills
- Ability to manage sensitive and confidential student information
- Comfort with digital recordkeeping, databases, and scheduling tools
- Excellent organizational skills with the ability to multitask and prioritize work
- Accuracy, meticulous attention to detail and ability to follow through
- Strong verbal and written communication skills for all facets of work including email, written, and phone
- A collaborative colleague dedicated to working as a member of a team
- "Can do" spirit and a sense of humor
- Participate in the life of the school
- Perform other duties as assigned

Preferred

- Background in school admissions or high school placement
- Teaching experience (a plus)
- Familiarity with NYC independent, public, and parochial high school options
- Experience supporting families through financial aid or scholarship processes

Compensation & Benefits

- Salary range of \$80,000 - \$100,000 with a full benefits package including medical, dental, vision, flex-spending, and commuter benefit accounts.

How to Apply

Interested candidates should submit a résumé and cover letter to rjavier@gjacademy.org addressed to the Head of School.

George Jackson Academy is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.