

## **Job Description**

### **Senior Director of Education & Curriculum Development**

For over two centuries, the Mission Society of New York City has worked to end multigenerational poverty by unlocking the potential of the City's most underserved families. We weave together academic enrichment, career readiness, and college access programs to create transformative educational experiences for low-income communities throughout New York. Since our founding in 1812, we have provided life-changing opportunities to over 6.5 million New Yorkers.

**POSITION:**      **Senior Director of Education & Curriculum Development**

**SITE:**      Minisink Townhouse: 646 Malcolm X Blvd. @ 142<sup>nd</sup> Street, New York, NY 10037 (TEMPORARILY REMOTE)

**REPORTS TO:**      Senior Vice President of Program Operations

**SUPERVISES:**      Education Associate

**HOURS:**              Full time (35 Hours/Week), Monday-Friday, 10 am – 6 pm

#### **DESCRIPTION:**

Mission Society of New York City seeks an experienced educator and youth development professional to support and strengthen the academic, enrichment and social emotional learning offerings of our five school-based, Kindergarten-8<sup>th</sup> grade, afterschool and summer programs. In partnership with the Senior Vice President of Program Operations and Senior Director of Children's Programs, the Senior Director is responsible for maintaining Mission's education strategy and vision for elementary and middle grades. The Senior Director will lead the development of all curriculum, staff training and coaching, and summer camp themes; and will support program sites in developing parent and participant events.

#### **PRINCIPAL RESPONSIBILITIES:**

##### **Curriculum Development**

- Create curricular materials and programming for after-school and summer programming, including literacy, STEM, social-emotional learning and leadership for students in Kindergarten-8<sup>th</sup> grade
- Ensure that curricula used are in accordance with state standards for education and demonstrate adherence to best practices in education
- Revise and update existing lesson plans and curricula to ensure that programming meets the needs of all learners

##### **Coaching and Training**

- Develop training priorities and protocols, and provide professional development for front-line staff. Past training topics include lesson planning, behavior management, remote engagement and social-emotional learning

- Conduct observations of after-school and summer programming at each site, providing on-going coaching to staff members at all sites
- Collaborate with Program Directors, Mission leadership and school leadership, to determine training needs across sites

#### **Program Supports**

- Collaborate with team members to plan single-site and organization-wide participant, parent and community events
- Act as the lead regarding adjusting and creating curricula and program supports while schools and programs are operating in response to COVID-19
- Develop assessment and data collection tools, such as training evaluations; and reading level, training and parent engagement trackers.

#### **Collaboration with Internal and External Stakeholders**

- Attend professional development sessions as needed to build skill and network with other providers
- Support the funding process by providing information for proposals, helping to host funder site-visits and participating on funder calls
- Supervise the Education Associate who also supports all Kindergarten-8<sup>th</sup> grade programs
- Other duties as assigned

#### **QUALIFICATIONS:**

Master's Degree in education, human services, or youth development required. Knowledge of childhood development and curriculum development is required. 3- 5 years teaching experience required in a day and/or after school setting. A minimum of 2 years of experience in program administration including training and coaching is required. Experience working with DYCD-funded programs is preferred, but not required. Excellent communication skills and the ability to work collaboratively with program and school staff are required.

#### **SALARY & BENEFITS:**

Salary range high \$60K based on experience, qualifications and fit. Comprehensive benefits include medical, dental, long-term disability insurance and vacation, sick and personal time, flexible spending/benefit plans, 403(b) Retirement Plan with Employer Match, TransitChek, and voluntary supplemental insurance options.

#### **APPLY:**

Please submit your cover letter, resume, and salary requirements with qualifications that relate to this position, salary requirements to [HR@nycmissionsociety.org](mailto:HR@nycmissionsociety.org), or fax to 212-979-5764. **Include in subject line: Senior Director of Education & Curriculum Development**

*Note: No phone calls accepted. Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.*

NYC Mission Society is an Equal Opportunity Employer and complies with the requirements of the Americans with Disabilities Act. We encourage all qualified individuals to apply.