Position: Program Director  
Status: Full-time  
Reports to: Division Director of Youth Development  
Program: Turning Point Brooklyn

Position Description

The Program Director of Turning Point oversees the program operations, budget and compliance of the Turning Point Education Center, supervising all staff members and a host of interns. In addition, the program director oversees data management and reporting to the state and city agencies as required.

Responsibilities:

The following duties are mandatory requirements of the job:

- Oversee the Integrated English Language and Civics Education (IELCE), Opportunity Youth, High School Equivalency (HSE), testing and the Work Progress Program (WPP) contracts and compliance responsibilities.
- Promote innovative and successful standards of youth development and literacy services for the Opportunity Youth (OY) and IELCE program.
- Oversee the daily operation of Education Center programs and services.
- Supervise, direct, support and develop Education Center staff.
- Manage program evaluation, student assessment, curriculum development, and instructional methodology.
- Develop data tracking systems, and procedures (as needed) for the documentation of Education Center outcomes.
- Submit accurate weekly, monthly, annual internal and external reports, as required; track reports for quality assurance.
- Facilitate strategic & tactical planning with the Youth Development Division Director.
- Oversee personnel issues for the Education Center: hire new staff for programs, initiate and review staff appraisals.
- Keep abreast of trends and developments in the fields relevant to the work of the Education Center, represent its work at professional networks and meetings.

OTHER RESPONSIBILITIES

The following duties are to be performed as assigned by the supervisor:

- Cultivate public and private strategic partnerships.
- Manage contracts: foster and maintain productive relationships with the Education Center contract managers; oversee compliance related to program objectives; develop annual reports and public relation messaging for Education Center.
- Organize advocacy efforts of staff and students, coordinating with city-wide efforts.
- Develop and maintain a network of community resources and linkages to support the work of the Education Center and meet the needs of its student body.
- Communicate with executive leadership as needed regarding the progress of the Education Center.
- Foster working partnerships among the Program Directors. Integrate Education Center programs and services with those of the larger body of Brooklyn Community Service.
Qualifications:

- Master’s degree in Education required and a minimum of 2 years of related experience.
- Ideal candidates will have management experience and/or training. Candidates with relevant expertise in Social Work and/or Education will be strongly considered.

How to apply:

[Click here to apply for the Program Director role](#)