



Job Description

Position:	Educational Curriculum Specialist
Program/Department:	After Schools Education
Reports to:	Division Director of BCS After Schools Education
Hours:	Full Time

Founded in 1866, Brooklyn Community Services (BCS) empowers children and families to reach their full potential, strengthen families, and foster self-sufficiency in adults. With programs in 28 locations, BCS serves more than 20,000 individuals a year.

The After-School Education Programs Educational Curriculum Specialist is responsible, under the supervision and guidance of the Division Director for developing/updating the educational curricula and youth leadership development activities for BCS's **After School Education Programs Division** serving children and youth in Bedford Stuyvesant, Brownsville, Fort Greene, and East New York, and working with a part-time Education Coordinator with the **COMPASS SONYC Middle School Program**. The Educational Curriculum Specialist further supports the work of all the Program Site Directors through the provision of management assistance, training staff, general program development, and logistics assistance. BCS After-School Education Programs are supported by NYC Department of Youth and Community Development (DYCD) funding, and by foundations and private donors, and operate weekdays from 3 - 6 p.m., with full-day programming during the summers and on many school holidays.

Responsibilities:

- To provide coverage and educational support to BCS After School Education Program Site Directors in the absence of Program Site Directors and or Division Director
- Under the overall guidance and supervision of the Division Director, update and improve the BCS After School Education Division curriculum and content as needed, with particular emphasis on STEAM, literacy, and Social Emotional Learning (SEL) development.
- Under the overall guidance and supervision of the Division Director, work with a part-time education coordinator to develop curricula and activities best suited to implement the new middle school program model, with particular emphasis on the need to fully engage middle school students to discover and develop their interests and achieve their goals.
- Source and manage program content regarding learning curriculum from vendors and/or community partners, as needed.
- Monitor and Review virtual/ remote learning content such as Google Classrooms and Zoom activities to ensure it is meeting BCS After-School Education guidelines for children and youth learning and recreational standards.
- Assist Program Site Directors with hiring Teaching candidates by providing 2nd interviews to ensure qualified teaching staff to implementation of curriculum and activities according to BCS and DYCD guidelines, rubric, and framework.
- Participate in developing/implementing staff training plan to be approved by Division Director. Provide individual coaching and small group workshops to foster successful implementation of program models, with

EQUAL OPPORTUNITY EMPLOYER



high-quality materials and appropriate lesson plans. Work with staff to foster effective data collection and performance measurement; assist with BCS data management initiatives.

- Assist the Division Director in establishing outcome benchmarks for after-school program success, and appropriate measurement tools for such outcomes; continuously evaluate and refine curricula and activity plans to ensure high levels of successful outcomes for students attending BCS After-School Education Programs.
- Assist the Division Director and individual Program Site Directors with all aspects of special events, field trips and parent/community presentations.
- Collaborate with DOE Principals and other DOE staff to form an alignment between BCS/DYCD/DOE to sign School Partnership Agreement which will assist in the communications and planning for school activities of BCS After School Education Programs
- Conduct classroom observations to ensure effective and consistent implementation of prescribed curricula and youth development activities. Inform Division Director of the results of such observations, and assist with related staff development and program evaluation efforts.
- Responsible for engaging teaching colleges to supervise Teaching Interns throughout all After School Education programs.
- Assist the Division Director with program administration tasks, including full and timely reporting concerning fiscal, contractual and programmatic performance.
- Other responsibilities as assigned.

Qualifications Required:

- NYS Teacher's Certification required
- Ability to supervise teaching interns
- Computer Skills and typing a must: Microsoft Office, Word, Excel, PowerPoint, and Publisher
- Advanced degree in education, youth services or related field required; teaching experience and curriculum development experience preferred.
- Minimum of five years of operations experience in school-based and/or afterschool programs required experience with DYCD, DOE, and DOHMH regulations a plus.
- Solid background in developing, implementing and evaluating of educational curricula and youth programs; strong experience with performance management tools, including but not limited to student assessment tools.
- Proven leadership skills, with strong analytical and problem solving track record, as well as excellent oral and written communication skills; experience with grant-writing and funder relationships preferred.
- Attention to detail, with successful track record in program compliance and reporting, and overall data collection and performance management analytics.
- Acquainted with multiple databases: DYCD Connect, BTQ Financial, Awards/Foothold

How to apply:

[Click here to apply to the Educational Curriculum Specialist](#)