Job Description

Position:            Part-Time Education Specialist
Department:        Division Director, After-school Education
Reports to:        Division Director
Location:          East New York Family Academy, 2057 Linden Boulevard in Brooklyn and IS
                   392, 104 Sutter Avenue in Brooklyn, NY
Hours:             Part Time

Position Summary:
The part-time on-site Education Specialist is responsible, under the supervision and guidance of
the Division Director, After-school Education, for developing/updating the leadership
development curriculum for BCS’s SONYC Middle School Program at East New York Family
Academy and IS 392 The School for the Gifted and Talented serving 90 students (grades 6-8) in
East New York Brooklyn, and 70 students (grades 6-8) in Brownsville. The part-time Education
Specialist further supports the work of the Division Director through the provision of
management assistance and after-school staff training. BCS after-school 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:

- Under the overall guidance and supervision of the Division Director, update and improve
  the Leadership curriculum and content as needed, with particular emphasis on STEM
  learning, as well as literacy skills.
- Under the overall guidance and supervision of the Division Director, work with a full
  time Curriculum Specialist to develop curricula and activities best suited to implement
  the middle school leadership based 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 from vendors and/or community partners, as
  needed.
- Participate in developing/implementing a staff training plan to be approved by Division
  Director and Chief Operating Officer. Provide individual coaching and small group
  workshops to foster successful implementation of the program model, with 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’s East New York After-school program.
• Assist the Division Director and the Site Director with all aspects of special events, field trips and parent/community presentations.
• Conduct classroom observations to ensure effective and consistent implementation of prescribed curriculum and youth development activities. Inform Division Director of the results of such observations, and assist with related staff development and program evaluation efforts.
• Assist with BCS Afterschool fundraising and outreach efforts as assigned.
• Other responsibilities as assigned.

Qualifications:
• 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 and DOH regulations a plus.
• Solid background in developing, implementing and evaluating 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.

Contact:
Click here to the Part Time Educational Specialist role