

Arts and Literacy After School Program

Job Description: Arts and Literacy Education Director

Reporting Relationship: Arts & Literacy Elementary or Middle School Director

Summary of Position: The Arts and Literacy Education Director is responsible for supervising the alignment of all program activities with recognized learning standards for sites. The Education Director will provide teaching artist staff (Activity Specialists) with training and tools to align arts projects with the Learning Standards of New York state in the Arts as well as the Learning Competencies and Grade Specific Performance Indicators for English Language Arts according to New York State. The Education Director will provide homework teaching staff with training and tools to provide appropriate homework help tools, tutoring skills and after homework activities that support the Learning Competencies and Grade Specific Performance Indicators for English Language Arts according to New York State. The Education Director will work with the Program Director in supervising staff in the development of lesson plans and activities. The Education Director will develop and implement evaluation systems to monitor the alignment of program activities with the Learning Standards of New York State in the Arts as well as the Learning Competencies and Grade Specific Performance Indicators for English Language Arts according to New York State. The Education Director also serves as liaison between program staff and Public School Administrators and staff.

Summary of Program: The Arts and Literacy Program is a comprehensive afterschool program addressing Bushwick and Queens youth's needs in the areas of education, creative arts, youth leadership, and health. Program activities build leadership and literacy in the widest sense of the word through creative writing, the visual arts, drama, photography, video, music, yoga, creative movement, and apprenticeships for high school students. The program engages the children's entire family through monthly family literacy workshops, parent organizing, and comprehensive services available through the agency's other programs.

Summary of the Agency: The Coalition for Hispanic Family Services is a multi-service agency serving children and families of North Brooklyn and Queens. These include foster care, adoption, youth development, primary health care, mental health, HIV/AIDS case management, community health education and outreach, in-service internships and after school education.

The duties of the Arts and Literacy Education Director are as follows:

- Supervise the alignment of all program activities with recognized learning standards
- Observe teachers and identify training needs.
- Develop and facilitate trainings for Activity Specialists
- Develop and facilitate trainings for homework teachers
- Design and administer training evaluations
- Produce reports based on training evaluation forms to develop future trainings
- Collaborate in designing literacy-based arts curricula
- Collaborate in the implementation of STEM activities in the literacy-based arts curricula
- Work with teaching artists to holistically implement all program & DYCD goals (literacy/STEM/SEL/) into arts projects
- Review and approve lesson plans
- Review and approve post homework activities
- Spearhead tutoring initiatives
- Supervise homework teacher check-ins with public school teachers
- Oversee development and implementation of tutoring kits and related activities
- Facilitate communication between school administration and program
- Meet with Public School Teachers to design educational plans for students in need
- Supervise staff in the absence of Director.
- Represent the program in the absence of Director
- Support staff with on-site co-teaching, classroom observations, and feedback sessions
- Co-plan and co-supervise Out-of-School Time and Summer Camp training and curricula
- Participate in weekly individual and/or group supervision meetings
- Participate in agency wide events
- Attend meetings and training as needed.
- Ensure line staff meets and documents outcomes: student assessments and portfolio reviews
- Oversee parent literacy initiatives

Qualifications: BA in professional content area, Masters preferred. NYS Teaching Certificate Preferred. Minimum four years experience in education, educational management or policy. Comprehensive knowledge of the Learning Standards of New York state in the Arts as well as the Learning Competencies and Grade Specific Performance Indicators for English Language Arts according to New York State. Occasional flexible schedule is required. Bilingual-Spanish/Mandarin/French is preferred. The Educational Specialist should have a record of successful teaching and artistic accomplishments, should have experience working with children's needs, exceptional writing skills, ability to conceptualize and communicate ideas, possess outstanding organizational skills and interest in working with a team, and familiarity with Latino, African American and Asian cultures.