

Arts and Literacy After School Program

Job Description: Elementary Programs Director

Reporting Relationship: Deputy Director of Youth Development

Summary of Position: The Elementary Programs Director is responsible for ensuring high quality in all aspects of the program including supervision of program and staff, staff training and development, reports and evaluations as well as co-teaching. The Elementary Programs Director also serves as liaison between Program Directors and Deputy Director of Youth Development. The Elementary Programs Director creatively and effectively manages, evaluates and coordinates any program activities, projects and administrative work. The Elementary Programs Director should be someone with both arts and administrative experience or an artist with a strong interest in working in the community.

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 Elementary Programs Director are as follows:

- Oversee all aspects of the program
- Supervise staff in the absence of deputy director of youth development
- Represent the program in the absence of deputy director of youth development
- Provide direct supervision and training of program directors
- Facilitate communication between program directors and deputy director of youth development
- Oversee program development
- Design and evaluate program systems
- Oversee program training development
- Support staff with on-site observation
- Oversee coordination with Principals
- Mentor Program Directors on supervising and coaching teaching artists
- Collaborate in designing great literacy-based art curricula
- Supervise the alignment of all program activities with recognized learning standards
- Develop and facilitate trainings for teaching artists
- Develop and facilitate trainings for homework teachers
- Design and administer training evaluations
- Work with teaching artists to holistically implement all program & DYCD goals (literacy/STEM/SEL) into arts projects
- Review and approve post homework activities
- Spearhead tutoring initiatives
- Meet with public school teachers to design educational plans for students in need
- 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
- Ensure line staff meets and documents outcomes: student assessments, annual anthology
- Oversee parent literacy initiatives
- Review and approve lesson plan design
- Observe teachers and identify training needs
- Evaluate teachers on a quarterly basis and provide teachers with feedback and work plans
- Mentor program directors to coach and co-teach with teaching artists
- Co-plan and co-supervise out-of-school time days for children and summer camp
- Facilitate weekly middle management supervision meetings for program directors
- Lead management team of up to five sites
- Help integrate education casework and art therapy services
- Conduct weekly individual on site check ins with program directors and staff
- Oversee processing and filing of NYC Dept. of Health, NYC Board of Education Permits
- Ensure enrollment complies with contracts
- Oversee staff hiring process

- Work with the student advisory board
- Develop community partnerships
- Participate in agency wide events
- Generate and collaborate on a wide range of community projects and other special projects as needed
- Assist in producing reports for funders
- Coordinate staff training
- Attend meetings and training as needed
- Spearhead new initiatives including start-up of new sites
- Other tasks as assigned by supervisor (s)

Qualifications: BA in professional content area, masters preferred. Minimum four years experience in education, educational management or policy. Comprehensive knowledge of the arts and non-profit management. Occasional flexible schedule is required. Bilingual-Spanish is required.

The Elementary Programs Director 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.