

Arts and Literacy After School Program

Job Description: Middle School Programs Director

Position Title: Arts and Literacy Middle School Program Director
Program: Arts and Literacy After School Program
Reports to: Deputy Director of Youth Development
Date Available: Immediately
Deadline to apply: August 20, 2021

To apply: Submit a resume and cover letter with qualifications to, Director of Arts and Literacy Programs, at lparris@hispanicfamilyservicesny.org, amasters@hispanicfamilyservicesny.org, mraffetto@hispanicfamilyservicesny.org

Reporting Relationship: Deputy Director of Youth Development

Summary of Position: The Middle School 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 Middle School Programs Director also serves as liaison between other Program Directors and Deputy Director of Youth Development. The Middle School Programs Director creatively and effectively manages, evaluates and coordinates any program activities, projects and administrative work. The Middle School 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.

COVID-19

Please note that due to New York City's ongoing response to the COVID-19 pandemic, all position details are subject to change as new guidance emerges from the Department of Youth and Community Development, Department of Education, Department of Health, and other governing entities.

Currently we are expecting that all services will be delivered in-person, though programming may be offered remotely in the event of school closures. Our organization prioritizes the health and safety of staff and the families we serve, and all clients and staff are expected to adhere to a comprehensive list of precautions and safety measures, including wearing facemasks/PPE, socially distant activities and meeting, strategic use/cleaning of supplies and equipment, and regular On-Site DOE health screening. Staff will be fully trained on health and safety protocols prior to beginning the position.

The duties of the Elementary Programs Director are as follows:

- Oversee all aspects of the program
- Lead management team of up to five sites
- 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 On-Site Program Directors and Deputy Director of Youth Development
- Oversee program development
- Design and evaluate program systems
- Ensure enrollment complies with contracts
- Support the Middle School Education Director with on-site observation, classroom observations, and feedback sessions identification of training needs
- Support the Middle School Education Director and On-Site Program Director in reviewing and approve lesson plan design as needed
- Collaborates with the Middle School Education Director in the development and facilitation of all staff trainings, this includes Out-of-School Time, School Year and Summer Camp training and curricula

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- Collaborate with the Middle School Education Director in designing great literacy-based art curricula
 - Design and administer training evaluations
 - Evaluate teachers on a quarterly basis and provide teachers with feedback and work plans
 - Supports Middle School Education Director with on-site management when needed
 - Oversee coordination with Principals and other DOE school admin teams
 - Mentor On-Site Middle School Program Directors on supervising and coaching Teaching Artists
 - Supervise the alignment of all program activities with recognized learning standards
 - Work with teaching artists to holistically implement all program & DYCD goals (literacy/STEM/SEL) into arts projects
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- Assists On-Site Program Directors and public-school teachers to design educational plans for students in need
 - Ensure line staff meets and documents outcomes: student assessments, annual anthology
 - Oversee parent literacy initiatives
 - Mentor program directors to coach and co-teach with teaching artists
 - Facilitate weekly middle management supervision meetings for program directors
 - 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
 - Support the Middle School Education Director and Office Admin Team with 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
 - 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 Middle School 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.