

## Job Posting

October 15, 2019

### POSITION

Educational Specialist

### EMPLOYMENT TYPE

Regular Part Time

### SALARY

\$38.00/hr.

### REPORTS TO

Director of Youth Services

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the development and implementation of Program's educational curriculum. Along with Director of Youth Services, Educational Specialist directly supervises the effective implementation and delivery of lessons, coaching & training of staff, direct oversight the program's instructional curriculum and assessment of program's impact and effectiveness. Specific responsibilities include:

#### Training and Instructional Supervision

- Identifying areas of need for instructional staff training;
- Conducting staff training around lesson planning, curriculum development, STEM, literacy, and principals of Youth Development;
- Ensuring literacy and STEM components of the program are effectively implemented;
- Consulting with Program Director and Director of Youth Services to make training and professional development recommendations;
- Designing and delivering pre-program and ongoing professional development for instructors;
- Conducting classroom observations to provide guidance & supervision to instructional staff;
- Assisting in the evaluation of participants' academic progress.

#### Curriculum Development and Oversight

- Developing and implementing educational curriculum for elementary and/or middle school aged participants in collaboration with Group Leaders & instructors;
- Assisting Group Leaders and instructors in preparing lesson plans and activities;
- Ensuring that all educational activities and lesson plans are aligned to principals of Youth Development & Socio-Emotional Learning, Common Core standards, and the learning standards set forth in the contract;
- Reviewing lesson plans and curriculum outlines developed by staff; providing feedback and support for implementation;
- Meeting regularly with staff --one-to-one and in groups-- to provide guidance, support, and supervision around instructional and youth development needs;
- Modeling of content and pedagogy in the classroom;

#### Recruitment and programmatic support

- Actively participating in the recruitment and selection of Program's instructional staff;
- Collaborating with Program Director and Director of Youth Services to develop curricular design;
- Performing any other task as deemed necessary by the Director of Youth Services.

### COMPETENCIES

- Experience with curriculum development, project-based learning, youth development principals, childhood and adolescent literacy, and STEM.
- Ability to observe, coach, and develop staff.
- Strong organization, communication and writing skills.



- Proficiency with educational technologies, such as MSWord and Google.
- Knowledge of elementary and middle school curriculum.
- Ability to meet deadlines.
- Willingness to go above and beyond program mandates for the benefit of the children.
- Ability to multitask.

#### **EDUCATION EXPERIENCE**

- Bachelor's degree in English Language Arts, Literacy, Science, Math, education, or content related areas.
- Master's degree in related field preferred.

#### **APPLICATION DEADLINE**

Ongoing

#### **SUBMIT RESUME TO**

Crystal Turner, Business Manager

[cturner@riseboro.org](mailto:cturner@riseboro.org)

Please put "Educational Specialist Position" in e-mail subject line.