

CIVIL SERVICE TITLE: Administrative Contract Specialist, M1	TITLE CODE NO.: 10095
OFFICE TITLE: Education and Learning Strategist	SALARY: \$49,492 to \$75,000 (Annual)
DIVISION/WORK UNIT: Compass NYC	WORK LOCATION: 2 Lafayette Street
HOURS 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with community-based organizations (CBOs). DYCD's central task is to administer available city, state, and federal funds to a wide range of quality programs that positively impact youth and communities.

DYCD's Comprehensive Afterschool System of NYC (COMPASS), formerly known as the Out-of-School Time (OST) Program, is the agency's largest initiative and currently serves over 85,000 young people in more than 800 programs across the five boroughs. COMPASS programs take place after school, during school closing days and over the summer. High quality learning opportunities offer a balance of academics, recreation, enrichment, and cultural activities to help kids succeed in and out of school.

DYCD's COMPASS unit strategically supports CBOs that directly operate programs through funding, monitoring, coaching, capacity building, evaluation and advocacy. DYCD is seeking an **Instruction and Learning Strategist** who will be responsible for providing strategic planning for the COMPASS system in the area of in- and out-of-school learning. This position is part of the Program Quality and Innovations team, a new division within the COMPASS unit, designed to enhance the COMPASS system's program performance by (1) identifying best practices, new pilots and resources, (2) developing new tools and materials to support and evaluate program performance and services, and (3) helping to create professional development training tracks for COMPASS staff and COMPASS providers. The **Instruction and Learning Strategist** will be on the COMPASS management team. Some specific duties will include:

- Identify and promote formal and informal learning approaches that are appropriate to after school and out-of-school time settings for the system's 800 K-12 programs.
- Design collaboration strategies for COMPASS programs located in Department of Education school buildings to support the interests and needs of multiple stakeholders.
- Impact a broad level of instructional approaches in after school using Project-Based Learning, Common Core Standards, experiential learning, and other teaching and learning approaches.
- Identify curricula supports to strengthen COMPASS enrichment areas, especially STEM, Literacy, Arts, and Leadership Development.
- Provide professional development and work in small-group facilitation with the COMPASS team.
- Establish learning communities that support quality programming for community-based agency staff, including on-site Program Directors responsible for programs serving 90-120 students; Educational Specialists responsible for COMPASS program's lesson planning, curriculum development, and activity implementation; and school teachers, teaching artists, coaches, and principals.
- Document and disseminate best practices.
- Help programs create program-based professional development plans.

PREFERRED SKILLS:

- Bachelor's degree with at least five years of experience in the field of education in formal and/or informal settings, teaching and learning, and/or instructional support.
- Experience in K-8 classroom teaching in a formal or informal setting with demonstrated experience in supporting students through instructional, administrative, and or programmatic methods.
- Experience in Project-Based Learning, Experiential learning, among other approaches.
- Working knowledge of the Common Core standards and methodologies for implementation across various content areas.
- Expertise in training and staff development practices to improve achievement, especially with diverse staffing patterns in underserved communities.
- Knowledge of adolescent programming needs a plus.
- Familiar with outcome assessment.
- Demonstrated knowledge of data analysis and using data to drive instruction and measure student achievement.
- Strong organizational skills and ability to manage multiple projects in a fast-paced environment.

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree from an accredited college and four years of full-time, satisfactory professional, technical or administrative experience in one or more of the following fields: program evaluation, contract negotiations/management, business or public administration, contract community relations, or related fields; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration.
2. A four year high school diploma, or its equivalent, and six years of full-time, professional, technical or administrative work experience in one or more of the fields cited above; at least eighteen months must have been in an administrative, managerial or executive capacity, or supervising professional personnel as described in "1" above; or
3. A satisfactory equivalent of education and experience as cited above. However, all candidates must have the eighteen months of administrative, managerial or executive experience or experience supervising professional personnel as described in "1" above.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT
Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:

Search for the Job ID

184234

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

If you do not have access to a personal computer, please visit your local library

POST DATE: 2/13/15

POST UNTIL: Until Filled

JOB ID #: 184234

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.