Job Description

Job Title: Program Director and Educational Specialist – COMPASS NYC at Rangel Houses

Location: New York, NY

FLSA Status: Full-time, Non-Exempt

Classification: First/Mid Level Official

Department: Alianza

Reports to: Director of Elementary and Middle School Programs

Supervisory Responsibilities: Yes ☒ No ☐

Summary: The Program Director is responsible for the coordination and supervision of comprehensive services to children, youth and families for the COMPASS NYC Program. The Program Director is also responsible for contract compliance, monitoring, reporting and for resource development. The Program Director will also fill the role of Educational Specialist/Licensed Teacher and is responsible to create and implement curriculum for STEM, Literacy and educational enrichment for both the academic year and summer COMPASS NYC programs. The Program Director will train classroom support staff such as Group Leaders and Youth Workers.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Program Director

- Supervise onsite, day-to-day programs, services, and activities funded directly through the COMPASS NYC Program budget, and other budgets as needed.
- Implement the educational curriculum and other assigned after school program activities.
- Supervise and evaluate assigned program staff as per agency policies and funder guidelines, and conduct appropriate staff conferences and meetings.
- Act as liaison to school principal, teachers, custodial and other school staff, and participate in related school meetings; work closely with NYCHA staff on space issues and other concerns.
- Monitor and report on contract compliance and programs.
- Submit weekly reports on a timely basis.
- Develop curriculum and lesson plans for after school services and summer day camp.
- Work with Alianza Division team, the Fiscal team, and others to ensure prompt submission of reports.
- Support all agency fundraising projects.
- Monitor staff attendance; sign and submit time sheets by the payroll deadline.
- Conduct weekly staff meetings and meet staff individually on a monthly basis.
- Meet weekly with the Director of Elementary and Middle School Programs for supervision.
- Participate in all required DYCD meetings and trainings.
Education Specialist

- Create and implement STEM and Literacy curricula, and enrichment educational activities for COMPASS NYC program participants.
- Design engaging and fun educational activities to stimulate students’ participation and learning.
- Develop pre and post tests for all STEM and Literacy activities.
- Observe and evaluate Group Leaders’ classroom interactions with Licensed Teachers, participants, and advise or report accordingly.
- Train Group Leaders and Youth Workers in classroom and behavioral management.
- Attend all program staff meetings, workshops, and trainings.

Position Type and Expected Hours of Work:

This is a full-time position. Days and hours of work are generally 10:00 AM to 6 PM Monday – Friday during the school year, and 8:00 AM – 6:00 PM during the summer. Additional hours on evenings and weekends may be required to meet program deadlines or client needs.

Working conditions and physical demands required:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- To conduct field trips or attend events, individuals will use public transportation or traverse city streets, occasionally ascend/descend stairs, and be exposed to outside weather conditions.
- Ability to work with youth and the public.
- Remain in a stationary position at a workstation or while monitoring activities, and use a computer at least 30% of the time.

Qualifications

Education and/or experience required:

- Relevant four-year Bachelor’s Degree, including degrees in Education, Special Education, Teaching, Social Work, Sociology, Psychology, STEM, and Humanities/Liberal Arts

Skills, Licenses, and/or competencies required:

- Three years of demonstrated successful experience in a supervisory position providing services to elementary school youth.
- Completed coursework for site supervisors mandated under the New York State School Age Child Care (SACC) Regulations.
- Experience in lesson planning, curriculum development, and implementation of structured programming for elementary school students
- Proficient in Microsoft Word and Excel.
- Excellent interpersonal skills and dynamic presentation style.
- Strong communication, organizational, and administrative skills.
- Ability to work well independently as well as part of a team.
- Demonstrated leadership ability.
• Commitment to the mission of Catholic Charities Community Services.
• Teaching credentials and some teaching experience preferred.