



Associate Director of Middle School Programs Job Description

Summary/Purpose of the Position

Global Kids, Inc. is seeking a dynamic, organized and knowledgeable professional who is experienced in youth development, global education, and social action, as well as in working in New York City public middle schools. Position begins July 2018.

Responsibilities include:

Contract Management

- With support from the Director of Middle School programs, monitor contracts, data maintenance and reporting including:
 - Oversee SACC licenses for middle school programs
 - Ensure that sites maintain the necessary documentation to be in compliance with DOH and DYCD standards, including assisting sites with systems development to maintain and meet contractual and compliance obligations
 - Assist in monitoring contracts, data maintenance and reporting
 - Understand and report on the impact and quality of programming
 - Assist site staff with development of schedules, utilizing monitoring tools, collection and data management for contracts
- Understand and report on the impact and quality of programming.
- Assist site staff in troubleshooting contract management issues
- Liaise with funders.

Supervision

- Oversee SONYC middle school program(s) including:
 - supervising site staff in maintaining high quality youth development and global educational programs
 - conducting formal and informal performance evaluations, including conducting program quality observations and providing immediate feedback
 - supporting on-site staff with curriculum development and program implementation.
 - ensuring on-site program staff are effectively implementing programs that are aligned with and meet school goal, contractual expectations, and GK Outcomes.

- Reviewing and approving timesheets
- Help to build and maintain collaborative relationships with school

Program Development and Support

- Work with Director of Middle School Programs and Director of Curriculum and Outcomes Evaluation to adapt and develop curricula.
- Assist with planning for and leading middle school program managers team meetings
- Work with Director of Middle School Programs to ensure that site staff are receiving ongoing professional development.
- Assist in the hiring and training for middle school and other GK staff

Qualifications:

- Master's degree in related field (e.g. Education, International Relations, etc.) and five (5) years of relevant full time professional experience.
- Direct experience working with and designing curriculum for middle school populations.
- Experience managing multiple contracts with demanding performance measures and outcomes.
- Strong understanding of wide array of NYC social service resources for youth and families, as well as city (DYCD), state and federally funded contracted programs
- Experience supervising personnel and managing teams
- Experience using interactive experiential learning strategies, counseling and conflict resolution skills, and youth development/leadership strategies in culturally diverse settings with youth.
- Strong interest in global issues, political science, history, and social activism.
- Excellent facilitation, consensus-building and interpersonal skills.
- Initiative, creativity, willingness to learn, and ability to juggle multiple tasks independently.
- Strong communication, writing, organizational, and technology skills.
- SACC accreditation a plus.
- International experience and foreign language background a plus.

Salary/Benefits: Commensurate with experience. Good benefits and possibilities for travel. We are actively seeking candidates of diverse backgrounds.

To Apply: Please send a resume, cover letter with salary requirements, and three references resumes@globalkids.org. Please indicate "Associate Director of Middle School Programs" in the subject line of the email. We are unable to accept any phone, mail, or fax inquiries; please refer to the Global Kids web site for further information, www.globalkids.org.

Global Kids, Inc. is an equal opportunity employer. We are committed to a policy of equal treatment and opportunity and do not discriminate against employees or applicants for employment on the basis of race, sex, color, national origin, religion, age, citizenship, mental or physical handicap or disability, marital status, sexual orientation, pregnancy, military or veteran status or any other characteristic protected by law. We continue to support and promote equal employment opportunity, human dignity, and racial, ethnic, and cultural diversity.