



Community Schools Site Director

Job Description

Summary/Purpose of the Position

Global Kids, Inc. is seeking a dynamic, hard-working, and creative individual who is experienced in youth development, global education, and social action, and is interested in working in a Community School in South Ozone, Queens.

Responsibilities include:

- Develop strong relationships with NYC DOE teachers, parents and students, especially through existing inquiry groups such as the School Cabinet, School Leadership Team (SLT), and Small Learning Communities.
- Identify needs of chronically absent students, apply interventions, and track and monitor impact of interventions on weekly basis, as part of weekly Student Success meetings.
- Work collaboratively with school administrators and staff to develop, implement, and assess the Community School initiatives within the school.
- Manage and conduct attendance outreach, recruitment and retention services including attendance monitoring/data review, data entry, conferences, attendance incentive activities and phone calls
- Work with school staff (principals, faculty, guidance counselors, parent coordinators, facilities staff etc.) to conduct quality and safe programming.
- Serve as a point person for agencies and programs interested in partnering with the school, and help to broker new partnerships that are aligned with school goals and needs.
- Host a monthly forum for ongoing collaboration with members of the community, including parent leaders, school-based organizations and partnering organizations.
- Organize and oversee an “Assets and Needs Assessment” for the school community and seek input from teachers, school staff, parents, students and other community partners to determine ongoing needs of students and families.
- Conduct outreach to students and families and facilitate referral process to available resources.
- Build relationships and mechanisms to effectively link the school day to extended day learning opportunities and afterschool programming.
- Assist with data collection, research and prepare relevant data to bring to meetings with school staff and program funders.
- Coordinate and co-facilitate interactive, experiential workshops and activities for GK's weekly school-based after-school programs and ensure the implementation of quality global education programming.
- Manage day-to-day operations of site.
- Collaborate with GK staff and youth to generate new program ideas and content focusing on global/local issues.
- Provide overall support and supervision of school-based Global Kids staff, including facilitate weekly staff check-ins, program observation sessions and performance evaluation.

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.

- Help navigate, secure resources and build/sustain relationships with participants, parents, school staff, other CBOs, etc.
- Organize special events, including mini-conferences, parent nights, performances, etc.
- Remain informed on current Community Schools/ Attendance Intervention and Dropout Prevention guidelines and contractor responsibilities by attending provider meetings, CSC trainings and maintaining contact with DOE Program Manager; ensure all Global Kids and school staff members are aware of any changes and new developments to guidelines and expectations.
- Ensure maintenance of all student records (digital and hard copy), of all workshops, field trips, student sign-in/attendance sheets, and incentive forms.
- Review staff time sheets and school sign-in sheets on a bi-weekly basis.
- Attend school events, which may happen after-school hours or weekends.
- Occasional overnight travel involved.

Qualifications:

- Advanced degree in related field and 3 years experience is required.
- Experience working within the New York City Department of Education and knowledge of Department of Education policies and protocols.
- Experience/enthusiasm for working with high school-aged youth and/or using interactive learning strategies in culturally diverse settings.
- Experience in community organizing and/or community outreach
- Experience supervising personnel and managing teams required.
- Experience managing large contracts and meeting multiple contractual obligations
- Experience working in large school based settings, with knowledge about tenants of community organizing, student support services, and youth development.
- Ability to work effectively with school administrators and teachers
- Ability to work with school-aged youth, educators, families and communities from a wide range of cultural, social and economic backgrounds.
- Ability to work collaboratively, with strong relationship building skills.
- Knowledge of and passion for global issues, political science, history, education and social activism.
- Excellent facilitation, consensus-building and interpersonal skills.
- Strong work ethic, highly organized, initiative, creativity, willingness to learn, and ability to juggle multiple tasks independently.
- Strong communication, writing, organizational, and technology skills.
- International experience and fluency in Spanish 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 to resumes@globalkids.org. Please indicate “Community Schools Site Director” 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.