

PS 889 & MS 890/NIA
AFTER-SCHOOL POSITIONS AVAILABLE!

AFTER-SCHOOL PROGRAM DIRECTOR

The Program Director is responsible for the oversight of a school-based after-school program. The Director provides leadership, direction, supervision, and support to program staff to ensure desired program goals and outcomes are met. The Director serves as the primary contact between the NIA and the school principal, and represents NIA to the whole school community. The Director will report to a Program Supervisor and will work with assigned supervisor to create a dynamic after-school program that includes academic enrichment, project based learning, arts, sports, and leadership activities.

- This is a full-time position.
- Salary is commensurate with applicant experience and program size.
- A current physical exam and TB test are required for all Program Directors.
- All site-based staff must be fingerprinted before beginning.
- A \$25 fee for a mandatory NY State background check is required.

DUTIES & RESPONSIBILITIES:

- Supervise all aspects of a school-based after-school program;
- Manage daily operations and coordinate with the school's administration, teachers, secretaries, and custodial staff;
- Organize program logistics, such as schedules, lesson plan collection, snack and space reservations, trips, supply requests, and programmatic needs;
- Build relationships with the school principal and administrative team to facilitate seamless integration of NIA staff and expanded hours into the overall school culture;
- Build and maintain positive relationships with all stakeholders (Participants, parents, school staff and administration, funders, the community, and the NIA);
- Ensure that the program operates in compliance with all NYC Department of Health and funder regulations, and meets all contractual obligations, specifically in the area of enrollment and rate of participation;
- Maintain accurate and up-to-date attendance data and meet deadlines for data entry into database;
- Assist in the interviewing, managing, training, and coaching of program staff and volunteers;
- Conduct classroom observations, and assess and evaluate staff on a consistent basis and address concerns as they arise;
- Maintain accurate time and attendance records for all staff, current staff and student files, incident and accident reports, and other required documentation and student data;
- Review lesson plans weekly, and support the development of curriculum maps and activity plans;
- Ensure program content supports initiative goals and outcomes;
- Participate in school leadership committees and PTA meetings;
- Work closely with families, parents, and guardians to ensure the needs of students are met;
- Create a strong sense of community which values respect, acceptance, and high expectations;
- Perform other duties and tasks as deemed necessary by the NIA.



NIA Community Services Network

6614 11 Avenue • Brooklyn, New York 11219 • Phone 718-236-5266 • Fax 718-236-0971

Michael A. Bové, President • **Mary Anne Cino**, CEO • **Rosa Casella**, Executive Director

The NIA is a 501©3 not-for-profit corporation. Visit the NIA on the web at www.niabklyn.org.

QUALIFICATIONS AND REQUIREMENTS:

- A minimum of a Bachelor's degree related to education or youth development;
- A minimum of four years of relevant experience working with children in an educational setting is preferred;
- At least two years of experience supervising staff and managing program is preferred;
- Strong leadership, conflict-resolution, and diplomacy skills;
- Excellent organizational skills, attention to detail, ability to prioritize, meet deadlines, and multitask in a fast-paced environment;
- Capacity to work independently and collaboratively;
- Strong verbal and written communication skills;
- Computer proficiency including Microsoft Word and Excel, email correspondence, and database management is required;
- Familiarity with NY State standards;
- Must be available to work Monday through Friday, between the hours of 10:00am and 6:00pm;
- Must take part in 30 hours of professional development opportunities per year; and
- Must be available for some organization events outside of regular business hours.

INSTRUCTOR/TEACHER

Instructors for after-school programs are responsible for planning and leading structured activities for students in grades K-5.

RESPONSIBILITIES:

- Successfully lead after-school activities with groups of up to 20 students for grades K-5.
- Work collaboratively with co-workers who assist in the classroom
- Submit written lesson plans in a timely manner
- Effectively manage the classroom and address student behavior issues in a positive, professional manner
- Communicate clearly and positively with students, co-workers, and supervisors
- Maintenance of the classroom and supplies
- **MUST** be available, on-time, and prepared to work during assigned hours, for three hours a day, between 2pm and 6pm (Exact hours vary depending upon location)

QUALIFICATIONS:

- At least 1 year of prior experience teaching or facilitating group activities with students
- High school diploma required
- College coursework in the areas of education, youth development, or the subject area the instructor will teach is expected
- Bilingual applicants are encouraged to apply

PAY RATE:



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- Begins at \$15 - 18 per hour for Instructors and \$35 and up for Teachers.
- **LEARNING LEADER**

The Learning Leader is responsible for planning and leading structured academic support activities in an after-school program. This includes the management of a homework support classroom on a daily basis and may include other academic support, test preparation, or tutoring. The Learning Leader is assisted by a Group Leader at all times. Responsibilities include the facilitation of each activity and the management and maintenance of the classroom.

RESPONSIBILITIES:

- Assist with classroom instruction in a variety of subject areas
- Collaborate positively and professionally with co-workers
- Actively assist with positive behavior management in a professional manner
- Be flexible, demonstrate a positive attitude and willingness to help others
- Communicate clearly and positively with students, co-workers, and supervisors
- MUST be available, on-time, and prepared to work Monday-Friday afternoons, for three hours a day, between 2pm and 6pm (Exact hours vary depending upon location)

QUALIFICATIONS:

- A minimum of 1 year of prior experience working directly with students
- High school diploma required
- College coursework in the areas of education, youth development, or a related field
- Bilingual applicants are encouraged to apply

PAY RATE:

- Starts at \$13 per hour, commensurate with experience.

GROUP LEADER

Group Leaders for after-school programs are responsible for actively assisting in instruction for after-school activities.

RESPONSIBILITIES:

- Assist with classroom instruction in a variety of subject areas
- Take student attendance and responsibly supervise snack-time and dismissal for your assigned group of students
- Lead students safely throughout the building when transitioning between activities
- Collaborate positively and professionally with co-workers
- Actively assist with positive behavior management in a professional manner
- Be flexible, demonstrate a positive attitude and willingness to help others
- Communicate clearly and positively with students, co-workers, and supervisors



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- MUST be available, on-time, and prepared to work Monday-Friday afternoons, for three hours a day, between 2pm and 6pm (Exact hours vary depending upon location)

QUALIFICATIONS:

- A minimum of 1 year of prior experience working directly with students
- High school diploma required
- College coursework in the areas of education, youth development, or a related field
- Bilingual applicants are encouraged to apply

PAY RATE:

- Begins at \$11.50 per hour, commensurate with experience.

Shifts are generally 3 hours in length. Exact hours vary depending upon location. All positions require availability Monday through Friday, with hours varying between 2:00 PM and 6:00 PM, with training and special events outside of those hours. All positions require training and some special events outside of regular work hours.

A current physical exam and TB test are required for all staff. All site-based staff must be fingerprinted before being hired. A \$25 mandatory background check is required.

HOW TO APPLY:

Please email a resume and cover letter. Please put the position for which you are applying in the subject line of your email. Applications submitted without a resume and cover letter will not be considered. Only candidates being considered for the position will be contacted.

WHO WE ARE:

Founded in 1981, the NIA Community Services Network (NIA) is a community-based organization that serves the multicultural, diverse, and under-served neighborhoods of New York City. Its programs are offered at multiple locations that reach across the boroughs, and they address issues that affect low-income, at-risk youth, families, and older adults. The NIA provides assistance to these groups through comprehensive action programs directly or in partnership with other organizations. Its mission, "building strong children, strong families and strong communities," focuses on elevating the strengths and capacities of the people who call the boroughs of New York City home.

Through its varied programs, the NIA fulfills its mission by providing life-long opportunities for learning, increased awareness, and personal development. Youth and Family counseling is provided through a strength-based approach by its experienced and qualified counselors. The counselors provide the insights and developmental tools necessary for youth, adults, and families to identify strengths, develop attributes, set positive goals, improve their self-concept and self-value, and learn appropriate methods of coping with and/or solving problems. When appropriate, NIA counselors make referrals to other agencies, clinics, support groups, youth programs, etc.

The NIA's comprehensive after-school programs provide participants with new skills and enrichments that help them grow into well-rounded and confident adults. We offer a safe, encouraging, and stimulating environment



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where youth can receive academic support, explore new things, and cultivate character and a positive self-image.

Students receive the opportunity to participate in structured activities designed to promote their intellectual, physical, emotional, and social development.

Our programs provide activities such as:

- Academic Enrichment
- Daily Homework Support
- STEM
- Arts Education – Like Music, Drama, Dance, and Visual Arts
- Physical Education – Including sports, active games, and fitness
- Photography
- Gardening
- Cooking
- Character Education

The NIA values our solid partnerships with the schools we serve. We believe in open communication and consider our schools as partners in the program planning process. We aim to provide each with specific support services that align with their school's focus or that they may not be otherwise able to offer to their students.

Our after-school staff is made up of Department of Education teachers and counselors, experienced teaching artists, and thoroughly trained youth workers and young professionals. NIA values our partnership with The After-School Corporation (TASC), who provides us with AmeriCorps volunteers each year. We offer additional volunteer opportunities for local high school students and are proud partners of the Brooklyn College Community Partnership's Apprenticeship Program, providing job-readiness training for New Utrecht High School students.

The NIA complies with all Equal Employment Opportunity laws and regulations and with the provisions of the Americans with Disabilities Act.

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