Department of Youth & Community Development

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Contract Specialist, M1	**TITLE CODE NO.:** 10095-02
OFFICE TITLE: Middle School Literacy Content Specialist	**SALARY:** $54,740 to $80,000 (Annual)
DIVISION/WORK UNIT: Compass NYC	**WORK LOCATION:** 161 William Street, New York, New York 10038
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 a broad network of community-based organizations (CBOs). DYCD's central task is to administer available city, state, and federal funds to a wide range of innovative, practical, and quality programs that positively impact youth and communities.

DYCD's Comprehensive Afterschool System of NYC (Compass NYC)) unit strategically supports CBOs to directly operate high quality after school services through funding, monitoring, coaching, capacity, evaluation and advocacy. Compass NYC is the agency's largest initiative and currently serves over 56,000 young people in 550 programs after school, during school closing days and over the summer across the five boroughs. As a result of Mayor DeBlasio's plan to expand services to middle school students through access to quality after school programs, Compass NYC is poised to expand its reach by adding more than 280 programs and serving 62,000 additional 6-8 grade students. Thus, in the fall of 2014 a total of 118,000 kindergarten through high school students will be served in the more than 800 programs in the Compass system. DYCD is seeking a **Middle School Literacy Content Specialist** who will work primarily with the Compass NYC Program Management team, responsible for Compass NYC contract compliance and oversight of program quality, and other DYCD units such as Capacity Building and Planning, Research, and Program Development, and with CBOs directly operating Compass NYC.

Reporting to the Director of Program Quality and Innovations, the Middle School Literacy Content Specialist will be responsible for providing strategic planning, literacy-focused programmatic and instructional support, assessing program performance in the area of literacy, and developing partnerships and resources with key stakeholders in the field of literacy for 400+ middle school programs in the Compass NYC system. This position is part of the Program Quality and Innovations team, a new division within the Compass unit designed to enhance the Compass NYC system's program performance by (1)identifying best practices, new pilots and resources, (2) developing new tools and materials, and (3)helping to create professional development training tracks for Compass NYC staff and Compass NYC providers. The Middle School Literacy Content Specialist will be on the Compass NYC management team. Some specific duties will include:

- Identify and promote curricular offerings and instructional approaches that promote middle school literacy in after school and are aligned with the Department of Education's learning standards.
- Collaborate with day school teachers, Compass NYC Education Specialists, teaching artist and community educators to develop curricula and effective instructional approaches in literacy across the curriculum.
- Promote literacy across Compass NYC enrichment areas such as STEM, Arts, and Leadership Development.
- Provide professional development and establish learning communities in the area of literacy development for community-based agency staff, including Program Directors, Educational Specialists, Site Supervisors, and school teachers, teaching artists, coaches, and principals.
- Document and disseminate best practices in literacy and literacy instruction.
- Help middle school programs create individual teacher and program-based professional development plans.

PREFERRED SKILLS:

- Bachelor's degree with at least five years of experience in the field of literacy education, teaching and learning, and/or instructional support.
- Experience in middle school or K-8 classroom teaching with demonstrated experience in supporting students through instructional, administrative, and or programmatic methods.
- Expertise in training and staff development practices to improve achievement, especially in improving literacy achievement in underserved communities.
- Knowledge of adolescent literacy development, using balanced literacy approaches, among other approaches, and high school entrance expectations.
- Experience in designing and providing professional development and working in small-group facilitation.
- Familiar with assessing student literacy skills and curriculum mapping.
- Working knowledge of the Common Core standards and methodologies for implementation across various content areas.
- 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; or

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

#157696

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: 7/21/2014	**POST UNTIL: Until Filled**	**JOB ID #: 157696**

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