



## **Job Title: Education Director**

The Salvadori Center seeks an Education Director to implement and oversee Salvadori's educational programming ~ including in-school, after-school, and professional development programs, as well as family and community workshops. The successful candidate will be a team player, an organized and effective manager with strong creative and critical thinking skills.

Salvadori has a robust array of curricula, publications, and products with a staff that is well-trained in long-standing protocols and instructional methodology. The Education Director manages day-to-day program operations, including staff schedules, work assignments, budgets, evaluations, and assessment.

Reporting directly to the Executive Director, the Education Director is a key member of Salvadori's Leadership Team. The Education Director assists the Executive Director with answering inquiries from schools and organizations, represents Salvadori at educational events, and serves as liaison with schools, the New York City Department of Education (NYC DOE), and other educational and cultural organizations. The Education Director works closely with Salvadori's Development Director to align programs with funding opportunities and ensure that the organization's marketing materials accurately promote program objectives to appropriate target audiences.

### **Main Responsibilities:**

- Supervise 9 to 11 full-time and part-time Educators as well as 2 to 3 material Preparators
- Manage a department budget including program materials and supplies
- Delegate and supervise work assignments
- Oversee the evaluation and development of curricula to assure alignment with
  - national, state, and local educational standards
  - grade-specific learning objectives
- Manage a 5-tier evaluation and assessment system including
  - teacher survey to assess alignment with classroom objective
  - principal surveys to assess alignment with school-wide objectives
  - staff evaluations to assess performance
  - new Educator training and mentoring program
  - independent assessment of program impact (with outside consultants)

### **Supplemental Responsibilities:**

- Contribute to the development of new programs, products, and publications
- Integrate instructional technology as appropriate (interactive white boards, tablets, etc.)
- Present at conferences with large audiences
- Write and/or edit proposals
- Work with a variety of outside vendors
- Other duties as required

### **Required Qualifications and Experience:**

- Bachelor's degree; Master's preferred
- Staff supervision and evaluation
- Management of academic programs
- Oversight of project or program budgets

- Coordination of complex staffing schedules
- Evaluation and/or design of professional development workshops for adult learners
- Ability to secure NYC DOE fingerprint clearance
- Ability to travel within the five boroughs
- Manage multiple projects simultaneously
- Proficiency with Microsoft Office applications (Outlook, Word, Excel, and Publisher)

#### Preferred Skills and Experience:

- Background in civil engineering, structural engineering, architecture, design, math, or science
- Working knowledge of NYC DOE or other large public school systems
- Teaching K-12 students in an in-school or after-school environment
- Developing curricula linked to specific learning objectives
- Working with diverse student populations in high-need schools or community sites
- Implementing and/or designing hands-on, project-based learning
- Adapting educational technology to project-based learning
- Developing an in-house training and professional development program

#### **About the Salvadori Center:**

When the New York Academy of Sciences challenged educators in 1976 to improve the teaching of math and science in middle schools, Salvadori's founder responded. He showed students how math and science are part of the buildings, bridges, and communities that surround us.

In 1987, the Salvadori Center was founded with three main principles:

- Engage students through project-based exercises
- Use the built environment to illustrate the relevance of math and science
- Employ collaborative problem solving that involves all learners

Today, we hold true to our founding principles. Salvadori's programs celebrate our collaborative, hands-on and project-based approach to learning through the built environment with programs that:

- Promote college and career readiness for all students
- Emphasize higher-order skills
- Produce student work that reflects high levels of thinking, participation, and ownership

We offer a variety of multi-day in-school and after-school programs that enable every child to succeed, as well as professional development workshops that provide teachers with a strong foundation in project-based learning. All Salvadori curricula link to Common Core Learning Standards, Next Generation Science Standards, Blueprint for Teaching and Learning in the Arts, and grade-specific learning objectives.

After participating in Salvadori programs, thousands of students see their world differently. They understand how buildings stand up, how bridges support such heavy loads and, most importantly, they understand "why they need to know this."

Salvadori students achieve a greater understanding of math and science than students in traditional learning environments; they see it and feel it in the classes they enter, the bridges they cross, and the communities they live in.

#### **Compensation Package:**

- Salary: \$70,000 to \$75,000
- **52** leave days a year

- 15 vacation days
- 16 holidays
- 2 personal days
- 9 sick days
- 10 days' summer leave (typically two consecutive weeks in August)
- **no-cost** individual health insurance (no co-pays, deductibles, or contribution), plus vision, dental, and life insurance
- **403(b) plan** where Salvadori contributes an additional 5% of employees' salaries without a matching requirement

**How to Apply:**

Submit resume and cover letter in PDF format only to [thecenter@salvadori.org](mailto:thecenter@salvadori.org) by **31 July 2017** with the subject line: **Salvadori Education Director Application** and please mention where you saw this ad in your cover letter.

Please use this format when submitting your application:

- FirstInitialLastName\_Document ~ for example:
  - JSmith\_Resume
  - JSmith\_CoverLetter

No calls, please.