

## ACADEMIC DIRECTOR

**Position Description:** Highbridge Voices is an after-school choral singing and academic program for 120 children, ages 9 to 18, in the Highbridge neighborhood of the Bronx. Highbridge Voices' Choral Program provides students' with an intensive musical experience through weekly rehearsals, music classes and individual instruction. Highbridge Voices' Academic Program provides an equally enriching and rigorous academic experience, based on New York State math and English Language Arts standards. The Academic Program is designed to enhance and supplement school-day learning

Academic programming includes but is not limited to:

- 1) Math and ELA classes/enrichment activities for students in grades 4 to 12
- 2) Small group homework-help and tutoring for all students grades 4 to 12
- 3) SAT prep classes and college application assistance for high school students

The **Academic Director** will drive the vision and mission of Highbridge Voices' Academic Program, in conjunction with the Executive Director and Board, rallying the team, setting the expectations for academic culture, and instilling in the students the value of building their academic skills. S/he will lead the team that delivers impactful, high-quality, standards based, academic programming to the students of Highbridge Voices. S/he will be responsible for all aspects of the academic program including curriculum identification and development, the delivery of academic services, and assessing the efficacy of the academic programs.

### PRIMARY RESPONSIBILITIES

#### Curriculum

- ✓ Identify and/or design grade specific curricular materials which support NYS learning standards
- ✓ Facilitate lesson planning for program year ensuring standards alignment, rigor, and differentiation.
- ✓ Facilitate professional development/training of teaching staff and tutors to ensure lesson plans are implemented to effectively meet the needs of students
- ✓ Identify and/or design SAT prep materials

#### Instruction

- ✓ Serve as an instructor and lead-teacher for the Highbridge Voices Academic Program, modeling the desired instructional practices
- ✓ Observe teachers/tutors regularly, conduct post conference meetings and document feedback
- ✓ Support teachers in establishing effective classroom management systems and developing students' positive social behaviors

#### Assessment

- ✓ Identify a means of evaluation and then facilitate evaluation of Highbridge Voices' students at the beginning (October) and conclusion (May) of the school-year program
- ✓ Create an individual academic plan for each Highbridge Voices student which is shared with students' and their families and updated annually

- ✓ Gather, record, and evaluate Highbridge Voices students' available academic evaluations, such as report cards and NYS Assessment results
- ✓ Evaluate the academic progress of Highbridge Voices' students and provide reports internally - to the ED and board, and externally – funders, community leaders, parents

### **Other Duties**

- ✓ Maintain and update student academic information in a database/format that can be utilized over time for providing academic program metrics
- ✓ Assisting families of Highbridge Voices' students in applying to the best available middle and high schools
- ✓ Plan academic related activities which engage families two times each year
- ✓ Serve as a liaison between Highbridge Voices' students and staff of the schools which they attend (e.g. principals, teachers, counselors, coaches)
- ✓ Develop staffing plan, job descriptions and oversee recruitment and hiring of academic staff
- ✓ Assist the Executive Director with fundraising activities as needed and particularly as related to the academic program
- ✓ Research, evaluate and recommend educational program components consistent with Highbridge Voices' programmatic goals and philosophy
- ✓ Participate actively in the community and culture of Highbridge Voices as a senior staff member, including benefits/concerts, fundraisers, student trips, and conferences

### **Qualifications**

Bachelor's Degree in Education or related field

### **Preferred Qualifications**

Master's Degree in Education or related field

New York State Teacher Certification

Experience teaching in NYC public and/or parochial schools

Experience working in the South Bronx and/or other educationally under-resourced community

Bilingual Spanish/English