

<b>CIVIL SERVICE TITLE:</b> Administrative Contract Specialist, M1	<b>TITLE CODE NO:</b> 10095
<b>OFFICE TITLE:</b> Arts Education- Content Specialist	<b>SALARY:</b> \$51,757 to \$75,000 (Annual)
<b>DIVISION/WORK UNIT:</b> Compass NYC	<b>WORK LOCATION:</b> 2 Lafayette Street
<b>HOURS</b> 35 Hours Per Week (minimum)	<b>NUMBER OF POSITIONS:</b> 1

**JOB DESCRIPTION:**

The New York City Department of Youth and Community Development (DYCD) support youth and community services through contracts with community-based organizations (CBOs). DYCD’s central task is to administer available city, state, and federal funds to a wide range of quality programs that positively impact youth and communities.

DYCD’s Comprehensive Afterschool System of NYC (COMPASS), formerly known as the Out-of-School Time (OST) Program, is the agency’s largest initiative and currently serves over 85,000 young people in more than 800 programs across the five boroughs. COMPASS programs take place after school, during school closing days and over the summer. High quality learning opportunities offer a balance of academics, recreation, enrichment, and cultural activities to help kids succeed in and out of school.

DYCD’s COMPASS unit strategically supports CBOs that directly operate programs through funding, monitoring, coaching, capacity building, evaluation and advocacy. DYCD is seeking an **Arts Education - Content Specialist** who will be responsible for developing effective approaches for expanding high-quality arts learning opportunities across the COMPASS system. DYCD supports arts in the schools to allow youth to express themselves, use their imagination, and build skills and confidence, and fosters communication, teamwork, and collaboration. The Arts Education Content Specialist will have a proven track record as a working artist and teacher. Duties include:

- Developing a systematic approach to arts education in all disciplines including visual, media, theater, music and dance for COMPASS and supporting the NYC Blueprint for Teaching and Learning in the Arts.
- Developing partnerships with cultural institutions across the five boroughs to expand offerings and exposure to COMPASS participants.
- Conducting research and informing COMPASS staff of policies pertaining to Arts Education.
- Providing training for DYCD and COMPASS provider staff.

**PREFERRED SKILLS:**

- Bachelor’s degree with at least five years of experience in the field of education in formal and/or informal settings, teaching and learning, and/or instructional support.
- Experience in K-8 classroom teaching in a formal or informal setting with demonstrated experience in supporting students through instructional, administrative, and or programmatic methods.
- Experience in Project-Based Learning, Experiential learning, among other approaches.
- Working knowledge of the Common Core standards and methodologies for implementation across various content areas.
- Expertise in training and staff development practices to improve achievement, especially with diverse staffing patterns in underserved communities.
- Knowledge of adolescent programming needs a plus.
- Familiar with outcome assessment.
- 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.
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**

**# 193424**

External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)

Current NYC employees please go to [www.nyc.gov/ess](http://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: 5-18-15**

**POST UNTIL: Until Filled**

**JOB ID #: 193424**

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