



990 Spring Garden St, Suite 601
Philadelphia, PA 19123

Learning and Impact Specialist Job Description

Organization Summary

EducationWorks (EW) is a nonprofit organization providing support in Philadelphia and Chester, Pennsylvania and Camden, New Jersey. **By tackling core issues like literacy, graduation rates, safety and social awareness, we are equipping individuals with the tools needed to stay safe, finish school, make better choices, and become more productive members of their communities.**

Recognizing that each child has unique needs, staff works directly with community and school leaders to identify challenges and create customized programs that will have the greatest impact. From in-school programs to after-school and summer programs, children from 6 weeks all the way to adulthood are positively impacted by EducationWorks.

Position Summary

The Learning & Impact Specialist is responsible for ensuring our staff and program sites are fully supported to consistently deliver high quality academic, enrichment, recreational, character building and SEL programming every day, for every student. The Learning and Impact Specialist reports directly to the Director of Learning & Impact and will establish and oversee all processes related to ensuring alignment and quality of curriculum, professional development, instruction and partnership integration.

The Learning & Impact Specialist will play a critical leadership role, spearheading identification of teaching and learning needs and design of strategies to drive program development and ongoing improvements. The Learning and Impact Specialist is responsible for developing and/or recommending curriculum, managing complex and varied projects and working with leadership in support of employee learning and development.

Duties and Responsibilities

Curriculum Development

- Designs and develops curriculum that includes student deliverables, staff training, materials and supplements across all programs (i.e. Socialized Recess, Restorative Action Centers®, Afterschool, Summer Camp)
- Designs, develops, and implements academic enrichment, social and emotional learning, and character education curricula, develops educational programs and content utilizing learn learner methodologies that are developmentally appropriate
- Integrates appropriate educational standards (CCSS, CCRS, NGSS, etc.), best practices, communication, change management and safety strategies into curriculum
- Reviews and recommends packaged curriculum and other educational materials, where appropriate
- Monitors trends and researches education/training related to emerging technologies, techniques and methodologies; shares information with colleagues to ensure ongoing improvement of programs, learning management systems, and other educational tools

Professional Development & Coaching



P: 215.221.6900 F: 215.221.6901

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- Designs, develops, schedules and coordinates internal and external professional development for In-School, Afterschool, New employees, and administrative support staff.
- Delivers training and professional development in the field and office settings via wide-ranging methods (i.e. Hands-on, instructor led, virtual classroom, eLearning, mobile, audio/video)
- Acts as a resource to colleagues to recommend and execute educational programs.
- Identifies opportunities and recommends solutions to address student and staff learning needs
- Develops train the trainer materials (i.e. training guides and in-person or web-based training tutorials) to ensure staff can implement curriculum
- Observe and evaluate staff instructional methods, evaluate lesson/activity plans, provide feedback and real time coaching to strengthen program implementation
- Recommend teaching techniques and the use of different or new technologies
- Mentor or coach staff to improve their skills

Strategic Partnerships

- Act as the central point of contact and repository for partner engagement, contracting, and relationship management
- Manage exiting programmatic partners, and cultivate new relationships on an ongoing basis to enhance programmatic offerings and fill service gaps across multiple program areas
- Vet potential partners to ensure content provides clear benefits to the target audience and meets high quality standards.
- Communicate the value of partnerships and expectations for using partners to meet Departmental and participant goal.
- Evaluate partner effectiveness and build capacity to develop systems and align resources to optimize partner effectiveness
- Other general administrative duties as assigned

Qualifications

- Superior grasp of effective instructional and behavioral methods and strategies for educating urban youth
- Excellent verbal and written communication, presentation and facilitation skills
- Strong people and project management ability, with the proven ability to influence and enhance cooperative working relationships within a team environment
- Interest in providing only the highest quality educational experience for students and their families
- Ability to be flexible, resilient and adapt to changing priorities
- Ability to thrive in a fast-paced, dynamic, and rapidly-changing environment
- Ability to leverage computer software programs and other technology that will support the learning environment
- Demonstrated experience prioritizing multiple assignments, meeting tight deadlines, and willing to be flexible with a lean staff in a fast-paced environment
- Demonstrates a level of cultural competency and connectivity that is evident in the development and delivery of curriculum and professional development

Education and Experience

- Minimum of three (5) years of demonstrated success in the classroom, preferably within an urban school setting
- Master's Degree in Education strongly preferred
- Experience in and/or understanding of the public-school system or charter schools is desirable

Physical Requirements



Ability to physically perform the duties required and to work in the environmental conditions required such as

- Maneuvering in an office space-reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls
- Must be able to sit for up to four (4) hours looking at a computer monitor, using a keyboard and mouse and typing
- Must be able to lift up to 20 lbs

Application Instructions

Email resume and cover letter to applications@educationworks.org

