



POSITION TITLE: DIRECTOR OF EDUCATION
DEPARTMENT: EDUCATION
SUPERVISED BY: CHIEF EXECUTIVE OFFICER

About the Position

The Director of Education collaborates with Agape’s partnering schools to design evidence-based practices for Agape’s educational curriculum. The goal of this position is to improve educational and academic outcomes across all age levels for students of Agape. This includes leading Agape’s Education Specialists in defining learning outcomes and competencies that are based on industry standards. This also includes selecting curriculum, designing measures, and developing assessment tools that clearly align to each academic competency. The Director of Education will support data-driven outcomes and perform quality assessments to improve student performance, retention and satisfaction. The Director of Education is also required to operate consistently within the program standards, mission, and guidelines as outlined by the Agape Youth and Family Center’s Policy Manual.

Duties and Responsibilities:

- Plan the delivery of the overall k-12 academic curriculum at Agape, specifically reading and math, in accordance with the mission and the goals of all programs.
- Supervise and support a team of Education Specialists with coaching and vision for managing their student case load providing training and academic resources
- Provide formal and informal professional development opportunities in the area of education to Specialists and other staff
- Actively collaborate with Agape’s partnering schools and subject matter experts to support the creation of high-quality education curriculum and instruction for all programs that are aligned with the standards of the schools
- Lead the process of establishing measurable outcomes and competency-based curriculum, milestones and instructions aligned with the educational vision and standards of the education industry for elementary, middle, high school students enrolled at Agape.
- Serve as point of contact for Agape’s partnering schools in order to obtain student data and key academic profile information
- Facilitate the use of external research such as professional standards, scholarly and practitioner research, and accreditation requirements to build valid curriculum and instruction aligned with performance and career outcomes for students
- Support program strategies and growth by providing curriculum and instruction for Agape initiatives and collaborate with Program team leadership on all educational programming for students (Hispanic Heritage Month, Black History Month, etc.)
- Provide instructional materials, resources and feedback to volunteer homework/reading buddies
- Provide training on new instructional techniques for possible use by Youth Counselors, volunteers and Education Specialists
- Identify k-12 instructional materials and create strategies to assist students in reading, math, standardized testing, and other subject matters
- Oversee post-secondary opportunities available to Agape students and develop partnership opportunities with colleges, technical and vocational institutions
- Develop techniques to retain middle and high school students

- Develop additional methods to measure impact for Agape students
- Actively collaborate with Program leadership to create educational partnerships with various entities that provide access to STEAM education, vocational and technical education and SAT/ACT prep

Minimum Acceptable Qualifications:

- Master's degree preferred, preferably in education
- Bilingual in Spanish
- Five years of experience in education and/or project management, and/or related work in staff management, planning, organizing and evaluating educational programs
- Minimum of five years of experience in curriculum design, curriculum development, or instructional design
- Demonstrated experience working with English Language Learners.
- Strong written and verbal communication skills in English and in Spanish.
- Experience with outcomes-based or competency-based curriculum is preferred
- Excellent organization and time management skills. This position requires the ability to prioritize and work with minimal supervision. Requires the ability to make sound judgment and take the initiative to make decisions/choices
- Experience in project management and group facilitation
- Ability to adapt to a fast paced rapidly changing environment
- Strong written and verbal communication skills
- Positive, poised, professional demeanor with excellent interpersonal skills
- Must be a team player, team leader, proactive and detail oriented
- Strong analytical skills with the ability to solve problems and develop creative solutions
- Relies on extensive experience and judgment to plan and accomplish goals
- Ability to develop strategies to achieve organizational goals and adapt strategy to changing conditions
- Experience working with children and families from underserved communities
- Knowledge of current web technologies
- Proficiency in MS Office Applications

Additional Desirable Qualifications:

- Familiarity with school systems and other educational/community organizations within the Atlanta community
- Familiarity with the Georgia DOE Common Core State Standards, and GPS math and ELA standards.
- Familiarity with various college and career readiness tools and assessments