



## DIRECTOR OF EDUCATION

### *Organization Background*

The mission of Building Futures is to teach the skills needed to excel in the 21<sup>st</sup> century. This mission is furthered by providing K-12 students design and build problem-based classes in schools, free Saturday workshops, summer camps and on-the-job trade skills training. The classes provide a hands-on problem-solving experience with an emphasis on STEAM (Science, Technology, Engineering, Art/Architecture and Math).

### *Position*

Building Futures seeks a dynamic individual who possesses visionary leadership and is passionate about education and helping people. Reporting to and working closely with Executive Director.

The Director of Education must be able to cultivate, build, and maintain strong and authentic relationships with a wide range of partners, including students, school administrators, teachers, community leaders, and funders.

Integrity, a deep commitment to the mission and maintaining a sense of humor are essential qualities for all the Building Futures team.

### *Responsibilities*

#### Strategic Vision and Leadership

- Provide leadership to the organization and oversee its day-to-day operation of all classes and programs.
- Oversee the planning, implementation, monitoring and evaluation of all classes and programs and that they uphold the mission of Building Futures.
- Develop and manage an operational plan that incorporates short and long-term objectives that work towards the strategic direction of the mission.
- Work with department heads and faculty to compile annual budget requests based on documented program needs

#### Curriculum

- Oversee development of curriculum, both individually and with the assistance of the teaching staff and consultants.
- Supervise the implementation of the curriculum in classes
- Evaluate effectiveness of the classroom exercises, both individually and with the



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assistance of the teaching staff and consultants.

- Promote a positive, caring climate for learning.
- Develop, maintain, and use information systems to maintain and records to track academic excellence indicators.
- Knowledge of Project Based Learning approach to education. Facilitate the development of a Project Based Learning curriculum.
- Knowledge of a STEAM based curriculum. Facilitate the development of a STEAM focused curriculum.
- Oversee the requisition of supplies and equipment as needed to implement the curriculum, check supplies and equipment inventory and verify receipts for supplies and equipment.

#### Staff

- Determine staffing requirements for organizational management and program delivery; ensure appropriate salary wage structures are maintained.
- Recruit, interview, select and mentor staff; ensure all staff are appropriately onboarded and trained for their duties; support staff with ongoing professional growth opportunities.
- Implement a performance management process for all staff; monitor performance of staff on an on-going basis; conduct annual and/or interim performance reviews
- Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
- Supervise reporting and monitoring of student attendance
- Create a supportive work environment by providing instruction and guidance, while emphasizing transparency throughout the reporting structure
- Prioritize the recruitment of diverse staff and educating staff on working in diverse communities.

#### Qualifications

- Expertise in leadership and management principles, as they relate to non-profit/voluntary alliances.
- 3 years' experience as a teacher or educational administrator.
- Strong organizational, communication, and interpersonal skills



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- Working knowledge of overall curriculum organization, state/national learning standards and instruction.
- Ability to evaluate instructional program and teaching effectiveness, manage budget, supervise personnel, implement policy and procedures and interpret data
- Adept at working independently and as part of a team including teachers and school administrators.
- A demonstrated commitment to recruiting, maintaining, and supporting a diverse, multi-cultural workforce.
- Ability to work in a fast-paced environment.
- Computer and web proficiency, and experience Microsoft Office software.

### *Compensation*

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, well-respected organization. We are seeking an individual of outstanding quality with enthusiasm and dedication to achieving our mission. Building Futures is prepared to offer a comprehensive compensation package, including a competitive base salary (range \$55,000 - \$65,000), health insurance and vacation/sick leave benefits.

**Candidates:** Please submit a cover letter expressing your interest and alignment with the above capabilities, along with a resume, to [info@building-futures.org](mailto:info@building-futures.org) by November 30, 2021.



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