



JOB DESCRIPTION

Assistant Director of In School Programs

Organization Background

The mission of Building Futures is to teach the skills needed to excel in the 21st century. This mission is being furthered by providing K-12 students design and build project-based classes in schools, free Saturday workshops, and summer camps. The classes provide a hands-on problem-solving experience with an emphasis on STEAM (Science, Technology, Engineering, Art/Architecture and Math). During the 2019-2020 school year approximately 1500 K-12 students attended Building Futures workshops, primarily from under-served communities. For more information on Building Futures, please visit their website: www.building-futures.org.

Position Summary

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 Assistant Director of In School Programs must be able to cultivate, build, and maintain strong and authentic relationships with a wide range of partners which includes students, school administrators, teachers, and community leaders.

Responsibilities

- Oversee development of curriculum, both individually and with the assistance of the teaching staff and consultants.
- Supervise the implementation of the curriculum in schools.
- Evaluate effectiveness of the classroom exercises, both individually and with the assistance of the teaching staff and consultants.
- Promote a positive, caring climate for learning.
- Develop, maintain, and use information systems to maintain records to track academic excellence indicators.
- Knowledge of Project Based Learning approach to education and facilitate the development of a Project Based Learning curriculum.
- Knowledge of a STEAM based curriculum and facilitate the development of a STEAM focused curriculum.
- Oversee the requisition of supplies and equipment as needed to implement curriculums. Check and maintain accurate supplies and equipment inventory and verify receipts for supplies and equipment.



Workshop: 2720 N. 13th Street
Office: 112 St. George Place

St. Louis, MO 63106
St. Louis, MO 63119

www.building-futures.org 314 241 7222
(Please send all mail to the office)



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.
- 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 (\$50,000), 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.



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