

As a Newburgh Enlarged City School District  
**Job Description**

<b>TITLE:</b>	<b>Supervisor of My Brother's Keeper (MBK) Non-aligned, temporary position contingent upon MBK Grant funding</b>
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<b>REPORTS TO:</b>	Assistant Superintendent for Equity and Access
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<b>QUALIFICATIONS:</b>	<b><u>QUALIFICATIONS:</u></b> <ul style="list-style-type: none"><li>● Master's degree with New York State in Education</li><li>● New York State certification as School District Administrator (SDA) or School District Leader (SDL) required</li><li>● Minimum of 5 years experience as a Secondary administrator, curriculum chair or K-12 Administrator, or preferred 5 years experience as a Secondary teacher</li><li>● Demonstrated experience with all facets of the NYSED APPR process, including the observation of teachers, the development of common assessments, pre-and post-assessments, and the target setting of student learning outcomes</li><li>● Experience and success with Grant related programming</li><li>● Experience with budget development for grants</li><li>● Demonstrated knowledge of the content and research-based framework of the NYS Next Gen Learning Standards as it lends itself to literacy based- instruction and financial literacy</li><li>● Experience with creating and establishing community partnerships</li><li>● Experience with instructional programs and strategies for identifiable student populations, such as African American, and Hispanic students, and English Language Learners and Students with Disabilities</li><li>● Familiarity with the methods and materials that promote technology enhanced instruction</li><li>● Strong interpersonal skills</li><li>● Strong oral and written communication skills</li><li>● Bilingual preferred</li></ul>
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<b>JOB GOAL:</b>	The MBK grant requires a designee to oversee the design and support of all the MBK and MSK programming in the district. This includes family and community engagement supports/events, the MBK Fellows and mentors, Newburgh Basics, Financial Literacy initiative K-12, students reading on grade level by 3rd grade and community partnerships
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	involved to support the work of the New York State My Brother's Keeper initiative.
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<p><b>ESSENTIAL RESPONSIBILITIES</b></p> <p>:</p>	<ul style="list-style-type: none"> <li>● Research and implement an MBK model that is aligned to the MBK Alliance and New York State MBK. Addresses the needs for K-12 schools.</li> <li>● Works directly with the Assistant Superintendent.</li> <li>● Facilitates cross-functional articulation among central office divisions.</li> <li>● Works to forecast, plan, implement, and improve the MBK grants to support students and families.</li> <li>● Assists with the establishment of budget priorities for MBK programs</li> <li>● Examines student data from assessments and facilitates data dives to drive support through MBK programming.</li> <li>● Facilitates Professional development as needed.</li> <li>● Leads the development/communication and MBK program priorities to support the Fellows success.</li> <li>● Creates a Summer Bridge and Extended Learning MBK/MSK students.</li> <li>● Chairperson for the MBK Steering Committee</li> <li>● Develops and facilitates Newburgh Basics programming</li> <li>● Develops, facilitates and supports FACE events such as; Friday Night Lights/Parent Connect, etc.</li> <li>● Conducts yearly inventory of materials.</li> <li>● Identifies, provides, and assists teachers in the development of curriculum-aligned classroom materials.</li> <li>● Maintains close relationships with community agencies.</li> <li>● Monitors purchasing and budgetary constraints.</li> <li>● Advocates, facilitates, and monitors the alignment of MBK programming to grant specifications..</li> <li>● Participation/Facilitation at standing committees.</li> <li>● Performs other related duties as required by the Superintendent.</li> <li>● Coordinate a comprehensive transition event for students</li> <li>● Conducts an assessment of each MBK grant and associated programming.</li> </ul>
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