



**STEM Director**  
Position Description

**Overview of Boston After School & Beyond**

Boston After School & Beyond (BASB) is a nonprofit intermediary founded in 2005 that connects school, after school, and summer learning so that young people can develop to their full potential. A local organization with a national reputation, BASB catalyzes partnerships among the City of Boston, the Boston Public Schools, local and national funders, researchers, and over 180 programs to test new ideas and bring successful approaches to scale. BASB's efforts reached nearly 15,000 students in 2017.

Young people need opportunities to acquire the knowledge, skills, and experiences necessary to thrive in school, college, work, and life. The time spent outside of school—particularly in high performing after-school and summer programs—represents an opportunity for youth to develop and practice these skills, expand social networks, and build background knowledge.

BASB has a lean and productive staff focused on designing, building, and supporting a citywide learning system that draws on the strengths of Boston's rich and diverse array of programs, in concert with schools, in order to maximize the time spent outside of school. By working with BASB, programs pursue common goals, implement shared measurement, and have a greater impact on closing opportunity and achievement gaps than they would if they worked in isolation.

BASB's approach has taken root in the city, informing new innovations and reaching scale. In recent years, BASB and its partners devised an innovative, nationally recognized approach to summer learning that is proven to get results. Mayor Martin J. Walsh and Superintendent Tommy Chang declared summer learning a citywide priority, creating the 5<sup>th</sup> Quarter of Learning, which reaches over 10,000 youth in over 130 programs.

With a new grant from The Wallace Foundation, BASB and the Boston Public Schools (BPS) are collaborating to enhance how schools and their after-school partners can improve social-emotional skills.

Finally, in partnership with the United Way of Mass Bay and Merrimack Valley and funding from the US Department of Education, the BoSTEM initiative aims to create and improve high-quality, stimulating STEM learning experiences.

A robust measurement and professional development system focused on the Achieve, Connect, Thrive Skills Framework underlie these initiatives.

BASB seeks a Director of STEM to support middle school after-school and summer programs in their efforts to offer stimulating programming that improves the skills necessary for success in school, college, careers, and life.

## Responsibilities

The STEM Director will support the implementation of the BoSTEM initiative, funded by the Education, Innovation, and Research (EIR) program of the US Department of Education. The Director will do so in close collaboration with the United Way of Mass Bay and Merrimack Valley, BASB's BoSTEM partner and the federal grant recipient.

The Director's day-to-day work will be to support BoSTEM program sites as a cohort and as individual programs. The Director will also document and disseminate innovations and effective practices.

### **1. Collaborate with the United Way BoSTEM Project Director to implement grant activities.**

- Initiate the development of program-level BoSTEM site teams comprised of school and program staff.
- Recruit, develop, and support additional STEM partners in addition to the 12 programs that have already been selected.
- In collaboration with BASB's Director of Measurement and Improvement, coordinate the measurement activities of external evaluators with BoSTEM programs.
- Work with the United Way, BPS, and BASB staff to refine data collection and sharing practices.

### **2. Lead professional learning within and across BoSTEM sites.**

- Coordinate professional learning for teachers and program staff.
- Identify and implement culturally relevant, STEM-focused professional learning for program staff and BPS teachers.
- Organize additional coaching sessions to individual programs.
- Develop training materials for use at professional learning community events.
- Create work plans, calendars, logistical checklists, and invitation databases to support implementation of training and professional learning activities.

### **3. Engage organizations as part of the broader STEM ecosystem and disseminate broadly best practices.**

- Convene STEM leaders from across sectors to analyze progress and set goals for future improvements.
- Convene and inform stakeholder discussions on future needs and opportunities of the BoSTEM ecosystem.
- In coordination with BASB's Director of Policy and Communications, write a BoSTEM newsletter for broad distribution.
- Create additional content for marketing collateral, social media, and events.
- Capture data-informed best practices in case studies and other formats for the online Insight Center.
- Document and archive all outreach efforts and participant feedback.
- Document and archive all efforts and outcomes, as well as feedback from program providers.

### **4. Support Boston After School & Beyond's agenda.**

- Collaborate with staff members across BASB's portfolio of initiatives.
- Participate in design, turnout, and implementation of BASB meetings and events.
- Other duties as assigned.



## Required Skills and Attributes

- Bachelor's degree.
- Experience planning, coordinating, and implementing trainings/professional development opportunities, particular with youth development and education programs.
- Experience with/knowledge of STEM content and practices.
- Experience with after school/out-of-school time programming.
- **Judgement and Perspective.** Understands context, is perceptive, prioritizes work against short- and long-term objectives, and anticipates the implications of actions on stakeholders. Knows when a situation calls for patience or urgency, and is politically savvy.
- **Project Management.** Devises and applies processes in order to meet objectives, balancing multiple deadlines.
- **Initiative and Perseverance.** Puts ideas into action and navigates obstacles with an orientation toward results.
- **Collaboration.** Develops strong relationships internally and externally, drawing on the input of others, in order to accomplish goals.
- **Critical and Analytical Thinking.** Develops and considers multiple options and solutions, considering their impact on the organization's objectives.
- **Communication.** Communicates in a clear, compelling, and persuasive manner, both in person and in writing.
- **Flexibility and Adaptability.** Operates effectively through uncertainty and is able to pivot on priorities when necessary.

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### Salary

Commensurate with experience.

### To Apply

Please email a resume and cover letter to [jobs@bostonbeyond.org](mailto:jobs@bostonbeyond.org) with STEM Director in the subject line. Your cover letter should describe your interest, qualifications, and experience as they relate to this job.

Boston After School & Beyond is an Equal Opportunity Employer.