



**Program Director, Social and Emotional Learning**  
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 realize their potential. A local organization with a national reputation, BASB catalyzes partnerships among the City of Boston, the Boston Public Schools (BPS), 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 after-school and summer programs—represents an opportunity for youth to develop and apply skills, expand social networks, and build background knowledge.

BASB has a lean and productive staff focused on designing, managing, 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 measures, 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, reaching scale and informing new innovations and research. 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 the 5<sup>th</sup> Quarter of Learning, which reaches over 10,000 youth in over 130 programs. Similarly, with the United Way and BPS as part of a US Department of Education grant, BASB manages the BoSTEM initiative to create stimulating STEM learning experiences for middle school students. A robust measurement and professional development system focused on the Achieve, Connect, Thrive Skills Framework underlie these initiatives.

In 2017, The Wallace Foundation selected Boston to participate in a four-year initiative to enhance social and emotional learning among elementary school students. The initiative, which includes Boston and five other cities, will explore how schools and their after-school program partners can work together to develop social-emotional skills in children. Through this initiative, BASB and BPS will provide professional development, support data-informed continuous improvement, establish policies and guidelines to support SEL, and engage and inform a broad set of stakeholders.

BASB seeks a Program Director for Social and Emotional Learning to support elementary school after-school programs in their efforts to offer stimulating programming that improves the skills necessary for success in school, college, careers, and life. For more information about BASB, please visit [www.bostonbeyond.org](http://www.bostonbeyond.org).

## **The Program Director Position**

In collaboration with the Boston Public Schools, the Program Director for SEL will co-lead Boston's participation in the Partnerships in Social and Emotional Learning Initiative (PSELI), a new initiative funded by The Wallace Foundation to enhance the social and emotional learning efforts of schools and their after-school partners. The Program Director will perform key functions related to the grant, including planning and project management, collaborating with key BPS district staff, engaging after-school program leadership and staff, and coordinating measurement and professional development activities. The Program Director will supervise one staff person, manage several contracts, and serve as the key relationship manager with the Boston Public Schools and The Wallace Foundation. In addition, the Program Director will support BASB's efforts to create a citywide learning community that connects school, after-school, and summer learning using data to drive improvement and innovation.

### **Responsibilities**

#### **1. Manage all administrative aspects of the grant.**

- Work with the Wallace Foundation, Boston Public Schools, program partners, and vendors to ensure all grant requirements are met in a timely and accurate manner.
- Execute contracts with all program partners to clarify roles and responsibilities and ensure outcomes will be met. Troubleshoot issues that arise.
- Provide financial oversight of the grant which include budget management and financial reporting.

#### **2. Collaborate with key Boston Public Schools staff to plan, coordinate and implement grant activities.**

- Initiate the development of site-level teams comprised of school and after-school program staff.
- Ensure coordination of measurement activities between evaluators and program sites.
- Help improve data collection and sharing practices among BASB, BPS, programs, and evaluators.
- Develop annual PSELI plan.

#### **3. Oversee the professional learning within and across initiative sites.**

- In collaboration with BPS leadership and consulting partners, coordinate professional learning for teachers and program staff.
- Implement culturally relevant professional learning for staff and 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.

#### **4. Engage organizations as part of the broader SEL community and disseminate broadly best practices.**

- Convene leaders from across sectors to analyze progress and set goals for improvements.
- With BASB team, develop communications to educate stakeholders on SEL.
- Create additional content for marketing collateral, social media, and events.
- Capture data-informed practices for dissemination through 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.



## 5. 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

BASB seeks the following skills and characteristics:

- Bachelor's degree and at least five years of professional experience.
- Experience planning, coordinating, and implementing trainings, particularly with youth development and education programs.
- Experience with SEL, out-of-school time programming, youth development, and education reform.
- **Critical and Analytical Thinking.** Develops and considers multiple options and solutions, considering their impact on the organization's objectives. Enjoys balancing detail with vision and is able to engage diverse stakeholders in different settings on a common goal.
- **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.
- **Communication.** Communicates in a clear, compelling, and persuasive manner, both in person and in writing. Represent the role of out-of-school time learning in education reform. Enjoys meeting with stakeholders.
- **Collaboration.** Develops strong relationships internally and externally, drawing on the input of others, in order to accomplish goals. Can navigate collaboration with a large, urban school district. Shares credit for accomplishments with school district, program partners, colleagues, and others.
- **Initiative and Perseverance.** Puts ideas into action and navigates obstacles with an orientation toward results. Willing to seek out and explore new ideas; able to initiate progress on projects independently; willing to cold call a program to discuss collaboration.
- **Project Management.** Devises and applies processes in order to meet objectives, balancing multiple deadlines. Tracks details to inform progress toward objectives; communicates clearly and develops artifacts to share progress with others.
- **Flexibility and Adaptability.** Operates effectively through uncertainty and is able to pivot on priorities when necessary.

**Salary:** Commensurate with experience.

**To Apply:** Please email a resume and cover letter to [jobs@bostonbeyond.org](mailto:jobs@bostonbeyond.org) with PSEL 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.