THE SUMMER LEARNING COLLABORATIVE
JOB DESCRIPTION: CURRICULUM DIRECTOR

OUR STORY:

The Summer Collaborative solves core capacity issues shared by summer camp providers to execute high quality learning experiences for low-income youth. In doing so, we fight summer learning loss and promote student achievement.

Research shows more than half of the achievement gap between low and high income youth is attributable to summer learning loss. High income youth typically gain two or three months of learning, while low income youth statistically lose up to four. The Summer Learning Collaborative (SLC) believes, with the help of talented teachers, existing community centers have the power to reverse this trend.

For three years, The Collaborative has tested and refined a support model for partners like The Boys and Girls Club and The Walnut Street YMCA. Last year, we helped nearly 1000 kids gain rather than lose in reading comprehension, phonics and word recognition. This year, with the help of national leaders in summer camp execution and design, and allied with strong community partners like The Exploration School and Outward Bound, we will aim higher: Wilmington’s highest need kids will gain access to institutions that excite them. Join us, and help light our kids up about learning.

JOB PURPOSE:

Curriculum Directors are the cornerstone of The Collaborative’s capacity building strategy. Hired in January, he/she will work in close partnership with camp directors of partnering agencies to make consistent progress towards ambitious summer learning goals. Curriculum Directors are tasked with growing an effective “Curriculum Department” within their camp.

Typically, community based camps, do not begin planning their summer program until April or May prior to their June launch date. The Collaborative Curriculum Director provides camps with the needed capacity to begin planning early, and uphold the highest standards throughout the planning process, in order to ensure our partners have the tools to execute a high quality summer experience.

PROFESSIONAL GROWTH:

The Collaborative works closely with The Exploration School, a national leader in summer camp execution and student engagement. Monthly, Curriculum Directors will attend Saturday retreats with The Exploration School and alongside their partnering agency. These trainings will prepare Curriculum Directors to:

- Manage, coach and provide critical feedback to adults
- Plan and execute systems that improve educational standards and teaching/learning outcomes
- Diagnose and respond effectively to administrative, structural and personnel issues
OUR IDEAL CANDIDATE:

The Collaborative is looking to hire an organized, pro-active problem solver with a positive mindset. Candidates should have an ability to navigate institutions with the humility to listen and learn, and the courage to take risks and uphold the highest standards and goals for kids. The ideal candidate for this role has 2+ years of teaching experience, with strengths in behavior management and student engagement strategies. He/she should have a strong interest in developing mastery in coaching as well as systems for executing engaging teaching and learning.

COMPETENCIES

Critical thinking: analyze, assess, and calibrate problems using a systematic and sequential approach.

Forward thinking: make consistent decisions that guide your team towards ambitious long and short term goals. Candidates must be able to anticipate obstacles and consequences of situations and take appropriate actions.

Managing performance: take responsibility for the performance of yourself and your direct reports. Communicate team goals consistently, prioritize effectively, and consistently track progress to goal.

Collaboration and building relationships: develop and maintain an environment that fosters communication, transparency, and cooperation with and among teams.

KEY RESPONSIBILITIES

1. Attend, participate in and utilize training summits
   
   - Curriculum Directors and camp leaders will dedicate 15-20 hours per month during the preseason to attend trainings and complete deliverables necessary to execute a high quality summer camp.
   - Each summit will cover a specific aspect of professional development (ie. training, project plan development, prioritizing) and serve as time to work on camp specific deliverables.

2. Planning and prioritizing camp objectives
   
   - Collaborating with camp leaders to create, monitor and consistently update a project plan that takes into consideration master schedule, logistics, training, camp systems and assessments.
   - Communicating priorities to the leadership team, SLC managers, and curriculum department.
   - Aligning camp’s mission, vision, and goals with week to week camp operations.
   - Anticipating potential barriers and proposing solutions to navigate team towards success
   - Ensuring both Curriculum hours (2.5 per day) and enrichment hours (camp activities, RIF, Learning Upgrade, etc) are planned and executed with fidelity during summer camp months.

3. Managing Curriculum Department
   
   - Managing team of Instructional Coaches, Operations Specialists, and Counselors to ensure proactive preparation, consistent observation and diagnostics, and responsiveness to pain points.
   - Evaluating and managing progress of curriculum delivery
● Managing Instructional Coaches to ensure counselors receive optimal support
● Ensuring Operations Specialists have the necessary tools to deliver supplies and assessments
● Analyzing data from formative assessments

4. Creating and maintaining communication systems

● Leading weekly meetings with leadership team to align on progress to goal and action steps
● Providing direction to direct reports (Instructional Coaches and Operations Specialists)
● Assist with or conduct staff meetings
● Consistently leverage data to analyze and communicate progress to goal to camp and SLC team

5. Manage Assessment

● Weekly evaluation of camp progress (communication, behavior, and curriculum delivery)
● Coordinate a testing schedule and effective assessment execution plan for all campers
● Manage team collection of data through SLC designed project based formative assessments