



DIRECTOR OF EDUCATION

Overview

Building Futures' is a design-build workshop creating a path for 1st generation engineers in St. Louis. Our mission is furthered by providing K-12 students design and build problem-based classes in schools, free Saturday workshops, summer camps and on-the-job trade skills training. The classes provide a hands-on problem-solving experience with an emphasis on STEAM (Science, Technology, Engineering, Art/Architecture and Math).

Position

Building Futures seeks a dynamic individual who possesses visionary leadership and is passionate about education and helping people. The education coordinator must be able to cultivate, build, and maintain strong and authentic relationships with a wide range of partners, including students, school administrators, teachers, community leaders, and funders.

Working at Building Futures is not a job, it is a vocation and an opportunity to join our movement. We are seeking a highly organized, creative and team-oriented person to become our education coordinator. In selecting candidates for employment, we look not only for exceptional talent and expertise as creative thinking, educational leaders, but also for a high level of commitment and eagerness to learn. In return, Building Futures provides professional growth opportunities; deep, meaningful, and rewarding work; and competitive salaries and benefits packages. Our team works together to develop active learning opportunities for our students. We care about each other's success, our students' experience, and work hard to constantly innovate. We are looking for the right candidate who demonstrates the 3 C's: CARE about kids, CONTENT expertise, and COACHABILITY. This position supervises our teaching staff and reports to the executive director.

Hiring Principles

At Building Futures, we have a selective recruitment process because we expect our team to take on the challenge of inspiring and effectively teaching young people. And that's why we seek candidates whose philosophy and real-life experiences match nine important hiring principles, which include:

1. Strong youth leadership, team & time management and organizational skills
2. A belief that students should be at the center of their own learning
3. High expectations for the lives of all our students
4. The ability to build deep relationships with students and peers
5. Professional approach to teaching, teamwork and planning
6. The pursuit of a variety of interests beyond education





7. The ability to lead, influence, and motivate others
8. A track record of resourcefulness and being solution-oriented
9. Demonstrate ambition and longevity in personal and professional pursuits

Responsibilities

- Provide leadership for the teaching team & oversee day-to-day operation of classes and programs.
- Provide assistance teaching in the classroom when needed; Promote a positive, caring climate for learning.
- Develop budget requests based on documented program needs.
- Oversee the planning, implementation and assessment of curriculum & classes ensuring alignment with Building Futures mission, education and industry standards.
- Evaluate effectiveness of the classroom exercises, both individually and with the assistance of the teaching staff and consultants.
- Develop, maintain, and use information systems to maintain and records to track academic excellence indicators.
- Knowledge of and ability to facilitate the development of a Project Based Learning curriculum.
- Knowledge of and ability to facilitate the development of a STEAM focused curriculum.
- Assist with recruiting, hiring and training all staff are appropriately onboarded for their duties; support staff with ongoing professional growth opportunities.
- Implement a performance management process for all staff; monitor performance of staff on an on-going basis; conduct annual and/or interim performance reviews.
- Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
- Create a supportive work environment by providing instruction and guidance, while emphasizing transparency throughout the reporting structure
- Prioritize the recruitment of diverse staff and educating staff on working in diverse communities.





Qualifications

- 3 years' experience in teaching/coaching/curriculum design.
- Expertise in team development, creating staff training/professional development workshops.
- Strong organizational, communication, and interpersonal skills.
- Working knowledge of curriculum organization, state/national learning standards and instruction.
- Ability to evaluate instructional program and teaching effectiveness, manage budget, lead personnel, implement policy and procedures and interpret data.
- Adept at working independently & as part of a team including teachers and school administrators.
- A demonstrated commitment to recruiting, maintaining, & supporting a diverse workforce.
- Ability to work in a fast-paced environment; occasional evenings and Saturdays may be required.
- Computer and web proficiency, and experience with Google Workspace.

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, health insurance and vacation/sick leave benefits.

If you are interested in joining our team, please carefully review our expectations and send an updated resume and completed application to our executive director, Trish Flanagan at trish@buildingfuturesstl.org.

Thank you for your interest in joining our team!

Building Futures Hiring Committee

