



## **Position Description**

**Position:** Project Director, DC CDF Freedom Schools

**Reports to:** Local Program Supervisor

**Supervision:** DC After School and Summer Programs

**Collaborate:** N/A

**Liaise:** DC CDF Freedom Schools

## **Organization Overview**

The Children's Defense Fund (CDF) envisions a nation where marginalized children flourish, leaders prioritize their well-being and communities wield the power to ensure they thrive. CDF's Leave No Child Behind® mission is to ensure every child a Healthy Start, a Head Start, a Fair Start, a Safe Start and a Moral Start in life and successful passage to adulthood with the help of caring families and communities.

We serve and advocate for the largest, most diverse generation in America: the 74 million children and youth under the age of 18 and 30 million young adults under the age of 25, with particular attention to those living in poverty and communities of color. CDF partners with policymakers, aligned organizations and funders in this service. The Children's Defense Fund is the only national, multi-issue advocacy organization working at the intersection of child wellbeing and racial justice by wielding the moral authority of programmatic proximity and community organizing to inform public policy. For more information visit [www.childrensdefense.org](http://www.childrensdefense.org).

## **Position Summary**

The *CDF Freedom Schools* program is an educational and cultural enrichment program. The program provides summer and after school options for children where there are none and strengthens parent and community involvement in the year-round achievement of children. Programming is provided to children in grades K – 12<sup>th</sup> and integrates reading, conflict resolution, and social action in an activity-based curriculum to promote social, cultural, and historical awareness.

The Project Director for the DC CDF Freedom Schools program works in conjunction with the Local Program Supervisor to manage program operations. The Project Director can serve in this capacity for more than one program site. The ideal candidate has strong leadership skills with empathy for children and their families, is committed to the goals of the program, can work collaboratively with all program constituents and is familiar with the culture and dynamics of the community. The Project Director will serve as a liaison between the school administrators, faculty, staff, students' parents, and CDF Freedom Schools.

This key position will improve program management between CDF Freedom Schools, the school, program staff, and the students' families; promote parent engagement in their children's education; and

encourage greater community involvement in the school, education policy and PTOs. This is a part-time position requiring a flexible schedule (approximately 15-20 hours per week).

## **Responsibilities**

### **Program Operations and Management**

- Manage the day-to-day activities of the site and ensure the staff has the necessary materials and supplies for the classroom and students
- Provide guidance, support, encouragement, and constructive feedback to the site coordinator and servant leader interns
- Maintain team spirit among site staff. Provide technical assistance and feedback to the site coordinators and servant leader interns on all aspects of their work
- Keep the lines of communication open between parents, staff, and sponsor(s)
- Maintain adequate documentation pertaining to student attendance, teacher time sheets, lesson planning, etc.
- Communicate with project manager and district level personnel as needed or requested.
- Manage Site Coordinators, Servant Leader Interns, Teachers, and volunteers during program operations
- Monitor and assess Site Coordinators, Servant Leader Interns and Teachers to ensure full program implementation

### **Student and Family Recruitment**

- Assess current student data to recruit students
- Assist with home visits for identified students
- Design and coordinate parent workshops and other parental involvement initiatives or assist the parent coordinator or project director
- Reinforce maximum student attendance
- Contact parents regarding attendance, upcoming events, volunteer opportunities, etc.

### **Curriculum**

- Design structured activities and curricular needs for enrolled students
- Confirm curriculum and enrichment activities align with DC Office of State Superintendent of Education educational standards, 21<sup>st</sup> Century and Learn 24 goals and objectives, and all other grant requirements
- Evaluate Servant Leader Intern and Teacher implementation of curriculum and enrichment activities
- Facilitate ongoing training and planning sessions with teachers, servant leader interns, and staff as needed

### **Data, Evaluation, and Reports**

- Identify authentic assessment methods for evaluating student achievement
- Monitor and document student evaluation data
- Provide documentation to the project manager, independent evaluator, and the Children's Defense Fund Freedom Schools Director of Education Research and Analysis

## **Qualifications**

- Must be at least 21 years of age and have completed at least one year of college
- Experience managing large groups of children, college-aged young people, and parents

- Solid commitment to children’s advocacy and enthusiasm for the *CDF Freedom Schools* program
- Ability to motivate others and work as part of an intergenerational team
- Strong appreciation and understanding of individual cultural history and the willingness to be open
- Willingness to strive for excellence in all areas and ability to think critically and analytically
- Exhibit behavior and positive attitude; model a mature and professional demeanor; excellent written and verbal skills
- Strong interpersonal skills and commitment to the ethics of character, humility, and servant leadership
- Authorization for background check for criminal and child protective findings

**Competencies**

- Proficient in Microsoft Office and data management systems
- Excellent written and verbal communication skills including precise proofreading
- Capable of working under tight deadlines while maintaining a courteous and supportive demeanor with a range of stakeholders
- Proficient in youth development, critical race theory, and culturally responsive pedagogy
- Excellent time management skills and ability to multi-task and prioritize work
- Strong organizational and planning skills
- Attention to detail and problem-solving skills
- An abundance of common sense and good judgment

**Personal Characteristics**

- Orientation to and background of servant leadership
- Passion for CDF's mission and purpose and ability to communicate this passion to others
- Ability to serve as an advocate and exemplar for the vision, values, and mission of the Children’s Defense Fund
- A desire to grow professionally and quickly gain new understanding and learn new skills
- Demonstrated strong relational skills

**Type of work environment associated with the job**

- indoor, school, program site and office setting

To apply, please send a resume and cover letter to Joy Masha at [jmasha@childrensdefense.org](mailto:jmasha@childrensdefense.org)

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