Teaching and Curriculum Specialist Job Description

The deadline to apply is November 24, 2021. Submit your resume and cover letter to:
https://app.smartsheet.com/b/form/4e1c15fa48cf47ad8ae36bc256bc256ab8ab

Billion Oyster Project’s Teaching and Curriculum Specialist: is an energetic people-person who is committed to supporting school teachers and their students. The Teaching and Curriculum Specialist must uphold the importance of education that is local, inquiry-based, experiential, anti-racist and anti-biased. The position requires a problem-solver who is adaptable, resilient, resourceful and comfortable working collaboratively on complex projects with various stakeholders. Enthusiasm for the work of engaging students, teachers and the public in the restoration of their natural environment and learning outdoors is a must!

What you’ll do

Billion Oyster Project’s Teaching and Curriculum Specialist builds strong relationships with NYC teachers through the offering of professional learning opportunities and engaging with them in other Billion Oyster Project education events. The Teaching and Curriculum Specialist is also responsible for creating rich, mission-based, curriculum for NYC students related to our work and/or the New York Harbor Estuary. This role additionally includes working directly with students around Billion Oyster Project’s activities and lessons.

The Billion Oyster Project’s Teaching and Curriculum Specialist will work closely with teachers and students from New York Harbor School (our flagship school) in order to deepen the relationship between Billion Oyster Project initiatives and New York Harbor School programs.

The ideal candidate is a creative thinker that pays close attention to detail when planning, designing, or revising a work product; is methodical and iterative in their approach to creating curriculum and professional development; self-motivated and able to manage their time effectively when working on various projects that are in different stages of development. The Teaching and Curriculum Specialist must enjoy working independently and collaboratively. This position requires flexibility, organization, and strong interpersonal skills.

The Teaching and Curriculum Specialist reports to the Director of Education.

Core Responsibilities

- Plan, implement, reflect on, and revise formal Professional Learning Opportunities for teachers, in ways that support their pedagogy, their careers, and their engagement with interrelated Billion Oyster Project programs.
- Collaborate with New York Harbor School academic and CTE (career and technical education) teachers in order to involve Harbor School students in the hands-on, skills-based work of Billion Oyster Project.
- Independently and collaboratively research, write, and revise new curriculum for Billion Oyster Project so it is coherent and creates synergy with existing curriculum elements and with other Billion Oyster Project programming.
- Regularly revisit and revise existing curriculum to maintain relevance with changes in education standards, NYC teachers’ needs, Billion Oyster Project needs, scientific understanding, or otherwise.
- Participate in development of the digital platform, the website which houses all of Billion Oyster Project’s curricular materials.
- Play a leading role in the collaborative planning and execution of the Billion Oyster Project Symposium, a major annual event where students showcase their work relating to New York Harbor.
- Support intra- and inter-department collaboration and sharing of expertise and experience to optimize programs, written materials, and our staff development.
The Teaching and Curriculum Specialist’s responsibilities include but are not limited to:

- Reviewing curricular materials and professional development opportunities offered by similar organizations.
- Building relationships with teachers, responding to teacher inquiries and connecting teachers with relevant resources, from Billion Oyster Project or otherwise, as needed.
- Supporting teachers as they prepare students for the Billion Oyster Project Symposium through offering professional development (approximately 12 per year) and more individualized support.
- Aligning existing and new curriculum with various bodies of learning standards.
- Keeping up with changes in pedagogy and how curriculum is designed and presented by various organizations and institutions.
- Communicating with teachers to gather feedback on ideas for future or existing curriculum and professional development.
- Contributing to grant narratives as they relate to curriculum and professional development for teachers.
- Collaborating with Billion Oyster Project’s Community Engagement Department to engage other Billion Oyster Project participants, assist with teachers who participate at field stations, and to work on other informal education resources.
- Collaborating with Billion Oyster Project’s Restoration Department to translate data and findings for an education audience.
- Participating in external meetings and conferences to network and represent the education mission at Billion Oyster Project.

You Must Have:

- A bachelor’s degree in a field related to STEM or Education
- Professional experience developing middle or high school student curriculum
- Professional experience providing professional development or training to middle or high school teachers
- Proven ability to contribute to a team environment using collaborative and inclusive approaches especially when working on content development and programmatic delivery
- Ability to work collaboratively between various teams/departments and on multiple projects
- Excellent organizational skill set including written and verbal communication, time management, and ability to prioritize tasks
- A proactive work style; the ability to work independently, and know when to escalate a challenge
- The ability to take ownership of deliverables

Desired Qualifications

- Teaching experience in middle or high school (NYC preferred)
- A masters degree in a field related to STEM or Education
- Professional experience providing professional development or training to middle or high school teachers specifically in the areas of STEM
- Knowledge of environmental science or marine biology

You’ll be a good fit if you:

- Are motivated to work on long-term projects
- Enjoy the iterative process
- Love working with teachers in a collegial manner
- Are passionate about the New York waterfront
Salary, Benefits and Perks
The Teaching and Curriculum Specialist starting salary will range from $65,000 to $75,000.

This is a full-time, year-round position at the Billion Oyster Project, a 501(c)3 nonprofit organization. The benefits include:

- A generous vacation and PTO policy
- Health, dental, vision and life insurance
- 401K plan
- An inspiring working environment on Governors Island in New York Harbor.

- FSA plan
- Pre-tax commuter program
- Citi Bike discount
Who we are and the work we do

About
The Billion Oyster Project is a 501(c)(3) nonprofit organization whose mission is to restore oyster reefs to New York Harbor through public education initiatives. The Billion Oyster Project is fueled by the passion and commitment of the team. Enthusiasm for the work of environmental restoration, public education and environmental justice is an expectation for the position. Candidates should be comfortable working on a team with various stakeholders and delivering on complex, multi-step projects.

Our Vision
A future in which New York Harbor is the center of a rich, diverse, and abundant estuary. The communities that surround this complex ecosystem have helped construct it, and in return, benefit from it, with endless opportunities for work, education, and recreation. The harbor is a world-class public space, well used and well cared for—our Commons.

Our Ethos

Restoration through Education
We believe that restoration without education is fleeting. To ensure the long-term health and productivity of our natural environment, we must teach young people to care for, monitor and restore their Harbor.

Education through Restoration
We believe that students learn best when applying their studies to a large-scale ecosystem restoration project that challenges them to become active participants and takes them out of the classroom, down to the water’s edge to experience the ecosystem first-hand.

Our Flagship School
The Urban Assembly New York Harbor School's mission is to provide a college-preparatory education built upon New York City’s maritime experience that instills in students the ethics of environmental stewardship and the skills associated with careers on the water.

Additional Information

Employment Authorization
Applicants must be authorized to work for ANY employer in the US. We are unable to sponsor or take over sponsorship of an Employment Visa at this time.

Work Location
Employees of Billion Oyster Project must reside within the tristate area and be able to commute daily to Governors Island unless otherwise noted in the job description.

Equal Employment Opportunity
Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We believe that diversity and inclusion among our teammates are critical to our success as an organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

Fingerprinting
Any person working in the NYC DOE buildings, working with NYC DOE students or who has access to NYC DOE confidential information is required by New York State law to undergo a security clearance, including fingerprints, prior to commencing services. All prospective employees must have a security clearance before starting work. No one can be fingerprinted by the NYC DOE or undergo the security clearance unless they have been added to the organization or agency's Personnel Eligibility Tracking System roster.