



Unified Vailsburg Services Organization

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Newark, New Jersey 07106

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Position: Education Department Curriculum Specialist
Department: Education
Salary: Competitive Part-Time Compensation

The Education Department Curriculum Specialist works directly with the Director of Education, Site Directors, and Program Managers to as needed across all education programs to ensure programs meet the federal, state and local regulations outlined for each program.

Essential Responsibilities

- Oversees the curriculum of multiple education programs.
- Supports curriculum development, maintenance, and implementation.
- Creates and implements an education plan that meets the needs of students and satisfies the requirements of federal, state, and local regulations.
- Makes recommendations to teachers and other faculty in regard to the ways in which various subjects are being taught in order to enhance learning.
- Strong ability to organize resources and establish priorities.
- Ability to manage and facilitate educational programs
- Experience teaching and working in a classroom.
- Working knowledge of educational software programs.
- Trains teachers in using the curriculum to analyze students' strengths and target areas for improvement.
- Strong understanding of how curriculum is structured for all programs, i.e., thematic approaches, etc.
- Gather data related to reporting and performance highlights of all education programs.
- Establish systems to monitor the implementation and execution of required curriculum.
- Assist in the development of in-depth monthly department reports for the board of directors, which outlines the challenges and strategies for the overall success of the program.

Key Qualifications

- Bachelor's Degree from an accredited college or university in Education or related field.
- NJ Department of Education Standard P-3 Certificate, CE or CEAS
- Ability to comprehend and implement curriculum.
- Confidence to teach both virtually and in person.
- 3+ years of experience in program administration, early childhood education, general education, or related field.
- Working knowledge of "school programming".
- High level of computer literacy and familiarity with web-based programs.

- Experience working under Federal, NJ state and Municipality licensing guidelines and protocols
- A demonstrated passion for working with urban youth and a demonstrated belief in UVSO's mission to create a stable and compassionate community.
- Excellent analytic, organizational, written and verbal skills.
- Strong time management skills.
- Ability to effectively communicate with diverse stakeholders including religious groups, diverse cultures, parents, elder caregivers, staffers and youth.
- Ability to inspire staff, youth, parents and community to volunteer, engage, and build comradery.
- Administrative experience in an education facility
- Working knowledge of federal early childhood education standards and NPS OEC standards and requirements.

Disclaimer

Job description information reflects proposed or incumbent job responsibilities. The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job; as such they are subject to change.

Unified Vailsburg Services Organization (UVSO) is an equal opportunity employer and does not discriminate against any potential job candidate or employee on the basis of race, creed, color, sexual orientation, national origin, or gender.