



Teaching and Curriculum Specialist Job Description

Deadline to Apply: November 27, 2023

Intended Start Date: Dec 1, 2023 - Jan 1, 2024

To apply: Applicants will need to submit a resume and cover letter via the link below:

<https://app.smartsheet.com/b/form/6c7b35f3be404532ad2a201aacc0ef88>

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 specifically engaging students and teachers 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 offering professional learning opportunities and engaging with them in other Billion Oyster Project education events. The Teaching and Curriculum Specialist is also responsible for collaborating to create 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 teachers and students in the field 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 who 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 in both in-person and virtual work.

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

Core Responsibilities

- Work with the Director of Education and other relevant staff to oversee and evaluate programs for teachers and students.
- Work with the education team to review existing programs for students and create new offerings.
- Plan, implement, reflect on, and revise formal Professional Learning Opportunities with the Teaching and Curriculum team and teachers, in ways that support the teachers' pedagogy, careers, and engagement with interrelated Billion Oyster Project programs.
- Research, write, and/or revise new curriculum for Billion Oyster Project creating synergy with existing curriculum elements and with other Billion Oyster Project programming.
- 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.

The Teaching and Curriculum Specialist's responsibilities include but are not limited to:

- Supporting internal collaboration and sharing of expertise to optimize programs, written materials, and our staff development.
- Playing a leading role in the collaborative planning and execution of the Billion Oyster Project Student Symposium, a major annual event where students showcase their work relating to New York Harbor.
- Regularly revisiting and revising existing curriculum to maintain relevance with changes in education standards, NYC teachers' needs, Billion Oyster Project needs, scientific understanding, or otherwise.
- Reviewing curricular materials and professional development opportunities offered by similar organizations.
- Procuring supplies required for professional learning activities and events.
- 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 Student Symposium through offering professional development and more individualized support.
- Aligning existing and new curriculum with various bodies of learning standards.
- Contributing to grant narratives as they relate to curriculum and professional development for teachers.
- Participating in development of the Billion Oyster Project' Digital Platform, the website which houses our curricular materials.
- 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 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.

Minimum Qualifications:

- A bachelor's degree in a field related to STEM or Education
- Experience teaching in the classroom
- Experience developing student curriculum
- Experience providing professional development or training to an adult audience
- The ability to be in-person 3 days per week at Billion Oyster Project offices on Governors Island or at various field locations across NYC based on programmatic scheduling

Desired Qualifications:

Billion Oyster Project encourages potential candidates to apply even if they don't fit every single criteria listed below.

- K-12 Classroom teaching experience in NYC
- A masters degree in a field related to STEM or Education
- Professional experience providing professional development or training to K-12 teachers specifically in the areas of STEM
- Knowledge of environmental science or marine biology
- 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 ask for assistance
- The ability to take ownership of deliverables

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 increasing waterfront education opportunities and working with NYC students

Salary, Benefits, and Perks

The starting salary for the Teaching and Curriculum Specialist will range from \$60,000 – \$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.

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.

Equal Employment Opportunity

Billion Oyster Project is working towards a diverse workforce that is representative, at all job levels, of the communities we serve. We want to foster an environment of mutual respect where every race, color, religion, age, sex, national origin, disability, veteran status, sexual orientation, gender identity or expression is not only celebrated, but eligible for equal employment opportunities. From educators to interns to restoration practitioners — working from Soundview Park to Staten Island to Sunset Park — we believe that diversity, equity, and inclusion across our team are critical to the success of Billion Oyster Project. With this mind, we will only

begin evaluating applicants once a diverse candidate pool has been achieved*, and we look forward to developing and retaining the most talented full-time individuals in the Greater New York City area.

We are collecting the following optional information to ensure our recruiting efforts are effective. Any information that you choose to provide is not linked to your application and is gathered for recruitment purposes only. <https://forms.gle/ez7On5aXwEFCVddv8>

Submission of this information is voluntary and declining to provide it will not subject you to any adverse treatment. **The information obtained will be kept confidential within Human Resources** and may only be used in accordance with the provisions of applicable laws. If you have questions about this, or how we define any of the following demographics, reach out to our HR department at HR@billionoysterproject.org.