



Job Description

Position Title: Director of Computer Science Programs in Game Design

Department: Programs

Reporting to: Chief Program Officer

Employment Type: Full-Time

Location: New York City Area

ABOUT URBAN ARTS PARTNERSHIP:

[Urban Arts Partnership](#) is a non-profit organization that helps students explore their creativity and harness technology to defy the odds and define their future.

ABOUT THE SCHOOL OF INTERACTIVE ARTS:

[The School of Interactive Arts](#) is a program of UAP that teaches high school students the art and science of game design and development. We believe that game design provides an amazing entry point to teach computer science and higher level coding while helping students develop skills in communication, collaboration, project management, and entrepreneurship.

POSITION SUMMARY:

We're looking for a stellar leader who wants to help students from low-income backgrounds become masters of creativity and technology. The Director of Computer Science Programs in Game Design is responsible for the development and oversight of our game design programs in school and out-of-school-time settings that increase students' exposure to and interest in computer science. This collaborative and imaginative individual is accountable for overall program outcomes, and leads the SIA Team towards successful implementation of programming - both in-person and online. The Director is a strategic thinker, a collaborative leader, and is deeply committed to cultivating students' artistic voice. Most importantly, they are passionate about exploring how creativity and technology can change a student's life.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

PROGRAM LEADERSHIP

- Work with CPO to guide the vision of the SIA Foundations programs (in-school and OST interventions); provide strategic thinking re: program scaling.
- Manage SIA Foundations activities in accordance with an Education, Innovation, and Research grant funded by the US Department of Education. Manage Foundations programs to meet all grant deliverables.
- Lead and facilitate teacher professional learning workshops; coach teachers on how to effectively utilize SIA Foundations curriculum within their classrooms.
- Cultivate relationships with school leaders in order to ensure successful program outcomes and create opportunities for future program expansion.
- Act as program representative at internal and external meetings and functions; partner with the development team on fundraising initiatives.
- Manage the observation needs of SIA Foundations programs (in-person and virtual) ensuring both quality and consistency.
- Assist with teaching responsibilities as required by program needs.

ADMINISTRATION

- Lead all staffing and hiring processes related to SIA Foundations programs.
- Assume responsibility for student and/or teacher records. Ensure data collection takes place according to program needs and grant requirements.
- Supervise SIA Faculty and PT staff; assume responsibility for the development of the SIA team's professional growth plans and goals.
- Exercise financial leadership for the SIA Foundations programs; participate in the development of an annual program budget; ensure adherence to that budget.
- Compose reports and all outward-facing communications re: program activities.

CURRICULUM

- Drive the process for designing and developing SIA Foundations curriculum.
- Maintain awareness of academic standards related to computer science at both state and national levels.

RESEARCH

- Conduct research as needed to support SIA programing and development.

Other duties as assigned by the supervisor.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Proficiency in one programming language required, knowledge of C# a plus
- Bachelor's degree required
- Background and/or interest in game design/development a plus!
- At least 3 years experience working in school environments
- Strategic thinker with drive to work towards the very best for our students
- Experience in managing, deploying and evaluating instructional staff
- Excellent written and oral communication skills
- Strong commitment to arts education; facility in arts education instruction

WHY WORK AT UAP?

- Hybrid Work Environment (WFH 3 days a week/Office 2 days a week)
- Medical, Dental, Vision Insurance.
- Generous PTO benefits.
- 401k Retirement Plan + Company Match.

To apply please send a cover letter with salary requirements, as well as your resume to jobs@urbanarts.org with "Director of Computer Science" in the subject line.

Women, minorities, and/or people with disabilities are encouraged to apply. Urban Arts Partnership is an equal opportunity employer.