

INTERESTED CANDIDATES: Please send resume and brief statement of interest to hiring manager Heidi Rouleau at hrouleau@bigshouldersfund.org



Job Title:	<i>Assistant Director, Civics</i>
Reports to:	<i>Director, STEM Programming and Extended Day</i>
Date:	<i>Summer 2024</i>
Note:	This is a grant-funded three-year term position with the potential for continuation contingent on successful grant renewal

BIG SHOULDERS FUND

Big Shoulders Fund is an independent tax-exempt charitable organization that provides support to schools with demonstrated need which provide a quality, values-based education for children. We serve 25,000 students and 92 schools in the Chicago and Northwest Indiana regions. Each school is a vital community-based organization and an anchor to its surrounding neighborhoods.

For thirty-seven years, Big Shoulders Fund has helped Chicago’s children achieve their dreams through access to high quality education. Of the 25,000 students we serve, 83% identify as people of color and 69% reside in low-income households. We expand access and outcomes by investing more than \$40 million annually in scholarship support and enrichment programming for students; operational improvements for schools; cultivation of talent pipelines for school personnel from new teachers through veteran principals; and professional development and support for educators and leaders – all with the goal of not just strengthening schools, but whole communities, while preparing students for life-long success. To that end, 80% of scholars matriculate to college and students earn a degree at two times the national average. Latino and Black scholars graduate at three-times and four-times their counterparts, respectively, and graduates go on to vote, contribute, and participate at greater rates than local and national outcomes.

In 2019, Big Shoulders Fund began an exciting new chapter in Northwest Indiana by making a long-term commitment to The Region. Since then, we have worked to bring our unique approach to building the capacity of local school communities to best serve students and families of Northwest Indiana, with special focus on areas of greatest need: Gary, Hammond and East Chicago. The long-term goals of our efforts include elevating the quality of values-based schools in Northwest Indiana through: academic investments, instructional and data coaching; marketing and outreach efforts; and enrichment and summer programs to expand opportunities for students. **While some roles on our staff focus exclusively on Northwest Indiana, all Big Shoulders Fund team members contribute to the success of our work in The Region.**

Big Shoulders Fund has earned a four-star rating from Charity Navigator, America’s largest evaluator of nonprofits, for 17 consecutive years, a distinction held by less than one percent of nonprofit organizations nationally.

POSITION OVERVIEW

The *Assistant Director, Civics* will lead the planning and implementation of the Big Shoulders Fund Civics Program. The program aims to support middle and high school social studies teachers in implementing rigorous civics instruction for students in grades 7-12 through curriculum supports, teacher professional development workshops, and individualized coaching.

The ideal candidate for this role believes passionately in the importance of ensuring that all children, regardless of income, deserve access to a quality, values-based education which will prepare them holistically to be contributors to their family, community, and nation. The candidate will be skilled at building connections and relationships with educators, administrators, and program partners. They will have proven leadership, program management, and communication skills to ensure that educators have the tools, resources, and supports necessary to help ensure students' academic success.

ESSENTIAL JOB FUNCTIONS (PLEASE NOTE: THIS LIST WILL LIKELY EVOLVE AND CHANGE OVER TIME)

- Work in partnership with the Big Shoulders Fund Schools Team to design, implement, and evaluate the Big Shoulders Fund Civics program components, including but not limited to: professional development workshops, instructional coaching cycles, professional learning communities, and annual civics competition. Particular weight will be given to planning and implementing professional development workshops and instructional coaching cycles focused on foundational U.S. Government documents and civics direct instruction
- Manage the program operations for the Big Shoulders Fund Civics program, including but not limited to: scheduling, recruitment, budget, curriculum and materials management, and coordination with school and program partners
- Develop relationships with, and ensure a deep understanding of the work of, the Big Shoulders Fund Schools Team (including staff members and contractors)
- Cultivate and maintain strong relationships with program partners, school partners, and independent contractors

ADDITIONAL EXPECTATIONS

- Demonstrate strength and skill in working with teachers, principals, students, and families from diverse cultural, economic, and ability backgrounds
- Attend and support the facilitation of fundraising events, service days, and other programs in Chicago and Northwest Indiana that further the mission of Big Shoulders Fund through its outreach to donors and schools as needed
- Work cooperatively with Big Shoulders Fund staff in Chicago and Northwest Indiana, and perform other duties as assigned
- NOTE: This role requires availability to work some evenings and weekends for Big Shoulders Fund events

QUALITIES OF THE CANDIDATE WE SEEK

- Minimum of a Bachelor's Degree; Master's Degree preferred but not required
- 5+ years of professional experience, with a preference for teaching experience in 6-12 social studies classroom focused on core concepts related to civics, U.S. history, and/or U.S. government
- Experience providing instructional coaching or project/program management preferred
- Valid driver's license and access to reliable transportation required for local travel to schools
- Instructional leadership, professional learning, and/or adult training experience preferred
- High degree of responsibility, initiative, and professionalism
- Excellent written and interpersonal communication skills
- Commitment to excellence with strong organizational ability and exceptional attention to detail
- Ability to work on several projects concurrently while meeting deadlines
- Appreciation for the benefits of a Catholic education for students, families and communities; familiarity with Catholic schools in Chicago and/or Northwest Indiana a plus; experience with education in urban environments a plus
- Strength in establishing and maintaining cooperative and effective working relationships with others
- Ability and desire to work effectively within a team

- Highly motivated and adaptable with a strong work ethic; operate with honesty, integrity, and a positive attitude
- Strong analytical and critical thinking skills
- Cultural sensitivity and ability to work collaboratively with diverse groups of people
- Commitment to and passion for improving access to high-quality, values-based education options for all children
- Availability to work some evenings and weekends for Big Shoulders Fund events

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization and the students/schools it serves

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