

BRA/EDIC EMPLOYMENT OPPORTUNITY	JOB POSTING
TITLE: WRITING CENTER COORDINATOR <i>Regular Part-Time 20 hr/wk with Benefits</i> EMPLOYMENT STATUS: EDIC Employee	JOB POSTING #: <u>2-10</u> POSTING DATE: <u>10/29/09</u>
DEPT/DIV: WRITEBOSTON/JOBS & COMMUNITY SERVICES <i>This posting will remain posted for at least 10 working days before recommendation for hire can be made. (11/12/09)</i>)	

Under the direction of the Director for Write Boston and working closely with staff Writing Coaches, support Writing Center at the Hyde Park Education Complex (3 schools). The Writing Center supports students in grades 9-12 and is run in collaboration with the Complex's administrative, teaching, and tutorial staffs, the Calderwood Writing Initiative and the Boston Public Schools Office of High School Renewal.

Assist in recruitment of tutors from area colleges, volunteers and work-study students.

Train and supervise tutors; manage tutor payment process.

Develop writing pedagogy for tutorial staff and Humanities teaching staff.

Manage Center operations, including scheduling, development of instructional materials, and promotion of Center's services.

May tutor as needed.

Liaise with teachers, headmasters, library staff, and students' families; serve as liaison with administrators in the Office of High School Renewal and Program Officer of the Calderwood Writing Initiative.

Participate in Humanities teachers' professional development.

Collect data about Center use; write a year-end report for the schools and funder.

Perform other related duties as required.

SCHOOLS: Hyde Park Education Complex (3)

- *The Community Academy of Science and Health*
- *The Engineering School*
- *Social Justice Academy*

QUALIFICATIONS Work requires a Bachelors degree in Education, with specific training in English Language Arts, Journalism, Writing and/or Communication. Must have 3 - 5 years of teaching experience and outstanding organizational and interpersonal skills. Urban teaching experience is preferred. Must exhibit individual initiative and possess strong problem-solving and organizational skills. Must be able to engage in strategic thinking; be committed to teamwork; and be able to learn Boston Public Schools writing practices and the HPEC schools' curriculum. Must have a commitment to and facility dealing with a diverse community (racial, economic, linguistic, achievement, disability, etc.) of the students and teaching populations.

GRADE: 17

HIRING RANGE: \$25,927.20 - \$31,158.40
(annualized based on 20 hrs per week)

To apply:

Submit resume/cover letter to:
BOSTON REDEVELOPMENT AUTHORITY, HR
43 Hawkins Street, Boston MA 02114.
E-Mail: Hr.bra@cityofBoston.gov
Equal Opportunity Employer

BOSTON RESIDENCY IS REQUIRED ON DATE OF HIRE.