



Creating connections. Inspiring confidence.

Associate Director of Curriculum & Professional Development

Organizational Overview:

Dancing Classrooms (DC) cultivates essential life skills in young people through the joyful art and practice of social dance. We foster “brave spaces” in which children take creative and social-emotional risks while developing respect and cultural competence. Through standards-based, in-school residencies and out of school programs, we use the vocabulary of social and partner dance to support the next generation of compassionate, global citizens. Made famous by the acclaimed 2005 documentary “Mad Hot Ballroom”, Dancing Classrooms has been a leader in social dance education for 26 years, partnering with over 150 of NYC area schools each year to deliver its Core Residency (DCNY) programs. DC has served over 600,000 children since its founding, and currently supports 12 affiliate sites worldwide.

In this time of crisis and isolation, we at Dancing Classrooms strongly believe that our vision of schools and communities where every child is connected, respected and given an environment in which to thrive is more important than ever. This is why in the spring of 2020 we came together as an organization to quickly pivot to offering remote dance learning opportunities which build essential social and emotional skills for young people, while remaining grounded in the elements of the renowned Dulaine Method of dance instruction. Now, DC seeks to add an Associate Director of Curriculum & Professional Development to its programming team, as it continues to make necessary adaptations to the existing Core Residency curriculum, and create new dance education opportunities for its students.

Our Culture:

DC believes in the potential of every student and is dedicated to cultivating their artistic, physical, cognitive and social skills in order to support their long-term success. Our culture thrives by putting the remarkable young people we serve at the center of everything we do. Having worked remotely for several years, DC team members are proactive and self-driven, but also thrive in a collaborative environment where flexibility, creativity and an entrepreneurial spirit are encouraged and celebrated. Empathy and respect are at the forefront of the way we treat each other, our students, our teaching artists, our school and organizational partners, and our supporters. We strive to embrace our role as life-long-learners and to embrace inclusion, equity, diversity, and accessibility. DC was a remote work space for years before the pandemic, and continues to build ways of supporting and connecting its staff, who remain largely in and around the NYC Metro area.

Candidate & Position Overview:

Dancing Classrooms seeks an Associate Director of Curriculum & Professional Development (ADCPD) to work in collaboration with the Deputy Director to oversee curriculum development, Teaching Artist (TA) training, and ongoing evaluation of DCNYC programs. Reporting to the Deputy Director, and directly overseeing and collaborating with DC Senior Teaching Artists (STAs), the ADCPD is a creative, experienced educator

and out of the box thinker who is unafraid to take risks. He/She/They must be committed to maintaining the standards of excellence *and* joy for which Dancing Classrooms is so well known, and are at the heart of the Dulaine Method. With flexibility and willingness to pivot on a dime, the ideal candidate will have a strong work ethic and experience working in an energetic, fast-paced work environment. He/She/They must be passionate about Creative Youth Development and dance education, and dedicated to student success and social-emotional wellbeing.

Requirements and Qualifications:

- 5+ years of teaching dance; 3+ years managing, coaching, and/or supporting adult learners (which can include artistic direction of a dance company)
- A working knowledge and understanding of social dance practices
- A deep knowledge and understanding of NYS Dance Standards and the NYC Blueprint for Teaching and Learning in Dance
- Demonstrated experience writing dance curriculum for a range of ages and development stages
- An appreciation for the Dulaine Method, the DC Core Residency, and DC history (see attached)
- Experience designing and leading TA or dance teacher professional development
- Experience working in or with NYC or other urban public school system
- A demonstrated commitment to and knowledge of:
 - Culturally responsive and culturally sustaining education
 - LGBTQI inclusivity practices in education
 - Social emotional learning
 - Remote/virtual learning
- Excellent written and verbal communication skills
- Facility in the following: Zoom, Google Suite (mail, drive, docs, sheets, etc.), Slack, online video platforms (youtube, tik tok, Instagram Live, etc.)
- Facility in the following is a plus: Filemaker, Asana, social media
- Must be comfortable working and teaching/training remotely as well as in-person (when it is safe to do so)

Key Roles include:

Leadership

- Together with the Executive and Deputy Directors, support the short and long-term vision of educational excellence and growth for DC
- Directly manage the DC Teaching Artists
 - Support all TAs' practice through the school year, designing/updating a protocol that includes: internal and external PD opportunities, class observations, formal and informal assessments, and 360 degree feedback
 - Encourage and engage with the TAs around new and ongoing curriculum development
 - Collaborate with the program team to understand the needs of our school communities and translate that into effective TA professional development
 - Work with the Deputy Director to manage staff and TA professional development budget

Curriculum Development

- Work closely with the Deputy Director, TAs and outside consultants to design, modify and enhance curricula for DC's in-school and after school residencies, Weekend Academy and future programs
- Collaborate with staff and Teaching Artists to ensure curriculum modifications are streamlined and shared across our partner schools and organizations
- Work closely with Deputy Director and STAs to continue to adapt curriculum to adjust to virtual learning and social distancing, as needed
- Work with Program Staff to make curriculum and curricular support resources regularly available to Teaching Artists and Network Affiliates, including virtual sharing options utilizing technology wherever possible
- Together with the Deputy Director work to update and/or create program evaluation tools as needed

Professional Development & Training

- In collaboration with the Deputy Director, comprehensively outline and lead ongoing training, coaching and evaluation activities for DCNYC Teaching Artists
 - Oversee TA evaluations (debriefs)
 - Identify professional development, and internal organizational opportunities and/or assignments to promote professional growth
- Spearhead planning for annual DCNYC and DC Global Network TA curricular trainings and new TA training
- Work with STAs and Program staff to successfully implement TA trainings, including (but not limited to):
 - Training DC TAs annually (minimum) in any updates to the Core Program or other DCNYC curricula, including any Homeroom Edition or virtual learning tools
 - Training new TAs as needed
- Regularly update training and support materials for TAs, schools, and the DC Global Network (as needed)
- Facilitate DCNYC TA recruitment and audition process and strengthen TA hiring practices to help DCNYC reflect the diverse communities we serve, and together with the Deputy Director, determine new TA hires

Additional Duties:

- All necessary administrative duties in support of the above, including maintaining a detailed digital filing system for training tools, approving TA paysheets, TA evaluations, curricula, and other materials and documentation
- Assisting in the creation and editing of DC curricula and training marketing materials and copy
- Supporting DC special events, in particular the annual gala, residency culminating events, team matches, and other community events
- Occasionally working with the Executive Director to update funders and the Board of Directors on progress and status of DC's curricular and training activities and teaching artist staff
- Ongoing support of DCNYC residencies and the program department as needed
- Optional opportunities to teach through DCNYC residencies or the DCA

Compensation:

The ADCPD receives an annual salary ranging from \$70,000 - \$80,000, commensurate with experience, and a comprehensive benefits package including health care coverage and generous paid time off.

How to Apply:

Interested candidates should submit a resume and cover letter detailing your experience and expertise in the aforementioned qualifications. Current DC employees may submit a writing sample instead of a cover letter, should they choose. Please send application materials to jobs@dancingclassrooms.org, with the subject line "Associate Director, Curriculum and Professional Development." Applications will be accepting on an ongoing basis, no later than May 31st, 2021.

Dancing Classrooms is proud to be an Equal Employment Opportunity Employer, dedicated to ensuring diversity in our workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, parental needs, disability, gender identity or Veteran status.