

As a Newburgh Enlarged City School District

Job Description

TITLE:	MBK Coordinator
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REPORTS TO:	Office of Assistant Superintendent, Chief Student Support Services Officer
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QUALIFICATIONS:	<u>QUALIFICATIONS:</u> ● Bachelor's degree in education, marketing, or a related field (preferred). ● Experience in, coordination, or management. ● Strong organizational and time management skills, with the ability to multitask and prioritize effectively. ● Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse groups of stakeholders. ● Demonstrated experience working in K–12 education, youth development, community engagement, or related fields. ● Strong understanding of the NYS My Brother's Keeper (MBK) initiative and its Six Milestones (or ability to develop deep knowledge quickly). ● Proven ability to build strong relationships with students, families, educators, and community partners. ● Experience designing, coordinating, or monitoring programs that support academic achievement, mentorship, leadership development, or college/career readiness. ● Knowledge of early childhood education, literacy development, secondary pathways, and postsecondary transition supports. ● Ability to collect, analyze, and interpret data to inform programming, interventions, and reporting requirements. ● Strong communication, facilitation, and presentation skills for diverse audiences. ● Experience planning and implementing family engagement initiatives and community events. ● Ability to collaborate effectively across departments, agencies, and community organizations. ● Strong organizational skills, including the ability to manage multiple projects, timelines, and partnerships. ● Experience with youth workforce development, re-engagement strategies, or restorative practices (preferred). ● Familiarity with the methods and materials that promote technology enhanced instruction ● Strong interpersonal skills ● Strong oral and written communication skills
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JOB GOAL:	The goal of the My Brother's Keeper (MBK) Coordinator is to lead and sustain the district's MBK initiatives by implementing programming aligned to the Six MBK Milestones and advancing equitable outcomes for all students. The MBK Coordinator ensures effective collaboration among schools, families, and community partners; strengthens student support systems; and elevates opportunities that promote academic achievement, social-emotional growth, leadership development, and postsecondary readiness. This role exists to drive a districtwide commitment to educational equity, ensuring every young person in the Newburgh Enlarged City School District has the access, support, and empowerment needed to thrive in school, career, and life. Reporting to the Assistant Superintendent, Chief of Student Support Services Officer will collaborate closely with school staff, community partners, and students to ensure the success of MBKA community.
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ESSENTIAL RESPONSIBILITIES :	● Lead Implementation of the Six MBK Milestones: Oversee programming and initiatives that advance early learning, literacy, high school completion, postsecondary readiness, workforce engagement, and youth safety. ● Coordinate Districtwide MBK Initiatives: Ensure programs align with state and district MBK strategic plans, goals, and reporting requirements. ● Monitor Student Progress: Track key academic, attendance, behavioral, and postsecondary indicators to identify at-risk students and guide targeted interventions. ● Strengthen Early Childhood & Literacy Pathways: Collaborate with early learning providers, literacy teams, and families to support school readiness and grade-level reading. ● Facilitate College, Career, and Workforce Readiness: Plan and support workshops, internships, job fairs, college visits, and leadership development opportunities. ● Support Postsecondary Transitions: Partner with colleges, trade schools, and workforce agencies to guide students through financial aid, enrollment, and career training processes. ● Re-Engage Out-of-School Youth: Collaborate with community organizations and workforce partners to connect disconnected youth with education or employment pathways. ● Promote Youth Safety & Second-Chance Supports: Coordinate restorative practices, conflict resolution initiatives, and re-entry support for justice-involved students. ● Strengthen Family & Community Partnerships: Build and
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	maintain strong relationships with families, faith-based partners, community organizations, and local agencies to expand wraparound supports. ● Oversee Events and Outreach: Plan, promote, and manage MBK events, town halls, mentoring activities, and student leadership opportunities. ● Collect and Report Data: Analyze and maintain data on program participation, student outcomes, and milestone progress; prepare state and district reports as required. ● Elevate Student and Family Voice: Facilitate opportunities for youth and families to contribute input, share experiences, and shape MBK programming and district initiatives. ● Work closely with school administrators, teachers, and counselors to identify student needs and interests and develop relevant programming. ● Collaborate with community organizations, colleges, and businesses to secure resources and opportunities for the MBKA community. ● Maintain accurate records and documentation ● Works directly with the building administration ● Works to forecast, plan, implement, and improve opportunities for students to attend college and career readiness events.. ● Examines student data from student surveys. ● Maintains close relationships with community agencies. ● Monitors purchasing and budgetary constraints. ● Coordinates with the building administration, and the PPS Director to create comprehensive transitional information and resources for students ● All other assigned duties
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