



## EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Jefferson Center (SONYC) Education Specialist  
**Department:** Youth Services  
**Reports to:** Program Director – Jefferson Community Center  
**Hours:** Part-Time

**Position Summary:** Middle School Education Specialist will be responsible for curriculum development, activity facilitation, and classroom management.

### Responsibilities:

- Oversee alignment of program activities with recognized learning standards. Supervise all academic activities to ensure standards are met.
- Assist in the facilitation of curriculum development, and school day and OST curriculum alignment.
- Advocate and make referrals tutorial services.
- Provide extra academic support during school hours as needed.
- Lead parent workshops to meet the needs of parents.
- Supervise and input developmentally appropriate educational curricula for participants in areas of literacy and mathematics.
- Create individual academic assessments and plans for enrichment for participants.
- Maintain educational files for participants in program.
- Document individual academic progress, which includes the collection of report cards and scores on standardized test.
- Train program staff in Common Core strategies and lesson plan development, and classroom management skills building.
- Attend program meetings and professional development workshops as coordinated by program leadership.
- Work cooperatively with staff, students, and parents as needed.
- Participate in special events, staff meetings, USA program committee, and select school trips or afterschool events as required.
- Additional duties as assigned by Program Director, Assistant Director of Youth Services, and Director of Youth Services

**Qualifications:**

- Master's Degree in Education or related field, with training in the Common Core standards and three years teaching experience preferred. At minimum, Bachelor's Degree in Education or related field with training in the Common Core standards and five years teaching experience required.
- Demonstrated experience in curriculum development, lesson planning, and implementation of structured programming for middle school students.
- Bilingual (English/Spanish) preferred.
- Strong verbal, written, organizational, and problem solving skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Innovation and patience.
- Experience and/or interest in working with middle school youth.
- Demonstrated understanding of the challenges facing youth in an urban setting.
- Candidates must complete successful background, criminal records, fingerprinting, and reference checks.

**To Apply:**

Please send cover letter, resume, and three professional references to:

[jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

Please indicate Jefferson Center Education Specialist in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**