



EMPLOYMENT ANNOUNCEMENT

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.

Program Description:

The M825 school program seeks to provide all participants with a range of opportunities for learning, guidance and mentorship, and creative self-expression for improving self-confidence and self-efficacy, cultivating interests and broadening worldviews, for challenging themselves, for helping others, and for becoming engaged in their schools and community. We also seek to provide our participants with many of the services to which they would otherwise not have access: computer classes, specialized high school prep, SAT prep, arts enrichment, tutoring, consistent physical education and recreation, and one-on-one mentorship and guidance. The

Position: M825 Education Specialist
Department: Youth Services
Reports to: M825 Program Director
Hours: Part-Time

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

Responsibilities:

- Oversee and ensure alignment of Common Core Standards and SONYC STEM program activities with recognized learning standards.
- Supervise all academic activities to ensure standards are met.
- Assist in the facilitation of curriculum development, and ensure that school day and SONYC curriculum are aligned.
- Ensure that all eighth graders receive a referral for Saturday Academy tutoring.
- Provide extra academic support for all participants.
- Lead parent informational workshops including ARIS training.
- 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.
- Provide professional development training at least once a week on Common Core strategies and lessons plan development.
- Attend program meetings and professional development workshops as coordinated by program leadership.

- Participate in special events, staff meetings, USA program committee, monthly Youth Services Department meetings, and all school trips/afterschool events.
- Additional responsibilities as assigned by Program Director, Assistant Director, and Director of Youth Services.

Qualifications:

- Master's degree in an education related field with training in the Common Core and at least three years' teaching experience, including experience in curriculum development, lesson planning and implementation of structured programming for in elementary school students.
- At minimum, Bachelor's Degree in Education or related field and five years experience in facilitating educational workshops in schools, after school programs, or community based organizations.
- Bilingual (English/Spanish) preferred.
- Strong verbal, written, clerical, organizational, and problem solving skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- The ability to perform at a high level.
- Dedication to serving youth in an urban setting.
- Innovation and patience.
- Demonstrated understanding of the challenges facing youth in an urban setting.

To Apply:

Please send Cover Letter, Resume and References to:

hr@unionsettlement.org

Please indicate M825 Education Specialist in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER