

UNION SETTLEMENT

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.

Position: Summer Math Activity Specialist
Department: Youth Services
Reports to: Middle School Program Director
Hours: Part-Time

Position Summary:

The Summer Math Activity Specialist will be responsible for the implementation of a curriculum that is intensive and challenges students to develop analytical and critical thinking skills in the math field. The Activity Specialist will design a lesson to increase student's math knowledge and ability in order to prepare students for high school level course work. Suggested math subjects include Pre-Algebra, Algebraic Topology, Geometry, Probability/Statistics, and Statistics.

Additional Responsibilities:

- Meet and instruct assigned classes at the time designated.
- Ensure a high quality, academic instructional program for students in math.
- Encourage students to set and maintain standards of classroom behavior.
- Create a classroom environment conducive of learning.
- Take all necessary reasonable precautions to protect students, equipment, materials and facilities.
- Attend staff meetings and trainings.
- Work cooperatively with staff, students and parents.
- Prepare for classes assigned, and show written evidence of preparation upon request of Program Coordinator.
- Coach students and work with students to prepare for final projects and participation on the portfolio committee.
- Mentor students and encourage possible college and career plans in math areas.
- Thorough completion and timely submission of all forms, including but not limited to; attendance sheets, incident and progress reports.
- Weekly review of student's progress with program coordinator.
- Fulfillment of other responsibilities as assigned by Program Director, Assistant Director and Director of Youth Services.

Qualifications:

- Preferred: Bachelors in Math, Secondary Education or related math field.
- Minimum: Advanced/High performing undergraduate students with 60+ college credits in Math, Secondary Education or related Math field and a 3.0 GPA in mathematics coursework.
- Competency in all four STEM areas is a huge plus.
- Experience and/or interest in working with at risk middle school youth.
- Candidates must complete successful background, criminal records, fingerprinting, and reference checks.
- Confidence and creativity in teaching Pre-Algebra, Algebraic Topology, Geometry, Statistics and Probability/Statistics.
- Strong public speaking, computer, writing and organizational skills.
- Flexible, patient, with demonstrated ability to perform multiple activities effectively.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume and References to:

hr@unionsettlement.org

Please indicate Summer Math Activity Specialist in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER