

UNION SETTLEMENT

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.

Position: Photos and Me Program (PMP) Teaching Assistant

Department: Youth Services

Reports to: PMP Teacher

Hours: Part-Time, 5 hours per week (3 hours teaching, 2 hours prep time) for 24 weeks
17 hours of total additional training and coaching

Position Summary: The PMP Teaching Assistant will assist in the planning and execution of the Photos and Me Program (PMP) curriculum to targeted English Language Learners (ELL). The PMP curriculum utilizes photography, technology, and storytelling to foster higher order reading skills for students who speak a language other than English. The after school program takes place at the school site two days per week for 90 minute sessions.

Responsibilities:

- Review the PMP curriculum, and assist the PMP Teacher in the creation and execution of weekly lesson plans in accordance with the approved PMP curriculum to 20 to 25 children over a 24-week cycle.
- Collaborate in the overall planning and execution of the PMP curriculum at the school site
- Prepare for the PMP classes, including but not limited to familiarizing yourself with the upcoming lesson and planning with the PMP teacher the assistant's roles for the upcoming sessions; preparing student work between sessions when necessary (i.e. printing of photos); preparing materials and handouts for the sessions; any other preparations agreed upon with the PMP Teacher.
- Attend mandatory training of PMP Curriculum led by Teacher's College faculty.
- Participate in scheduled follow up training and coaching sessions.
- Participate in sharing with school community and exposing colleagues to the curriculum and its pedagogical strategies.
- Identify and utilize community resources to enrich the educational content of the children's program.
- Maintain good working relationships and objective attitudes with parents, trainers, teacher aide, program coordinator and other program staff.

- Assist with student assessment and the evaluation process in partnership with Teachers College and Metis Associates.
- Attend and participate in program meetings with Director of Literacy Programs as needed.
- Update and maintain all records as are required and necessary for the effective administration of the curriculum and evaluation for the program.
- Additional duties as assigned by PMP Teacher, Director of Literacy Programs, and Director of Youth Services.

Qualifications:

- Bachelor's Degree preferred, with NY State Teaching Assistant Certification; at minimum, two years experience working with pre-school and/or elementary age children preferred.
- Successful Department of Investigation and State Central Registry clearances required.
- Child Abuse and Maltreatment training certification and Infectious Disease Control training certification required.
- Bilingual (English/Spanish) preferred
- A dedicated work ethic.
- Excellent organizational ability and interpersonal skills.
- Good computer skills and writing ability.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- A strong desire to help improve the lives of the residents in the East Harlem community.

To Apply:

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

hr@unionsettlement.org

Please indicate PMP Teaching Assistant in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER