

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) Teacher Aide
Department: Youth Services
Reports to: Literacy Programs Director
Hours: Part-Time, 5 hours per week
3 hour teaching, 2 hours prep time
15 hours of total additional training

Position Summary: The PMP Teacher Aide 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.

Responsibilities:

- Attend mandatory training of PMP Curriculum led by Teacher's College faculty.
- Participate in scheduled follow up training and coaching sessions.
- Assist in the creation and execution of weekly lesson plans in accordance with the approved PMP curriculum to 20 to 25 children over a 12-week cycle.
- Prepare student work between sessions when necessary (i.e. printing of photos).
- Use Spanish and English to best attend the needs of the children and families when necessary.
- Collaborate in the overall planning and execution of the PMP curriculum at the school site.
- 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 Literacy Programs Director as needed.
- Ensure confidentiality of all information regarding children and parents.
- Additional duties as assigned by the Literacy Programs Director and Director of Youth Services.

Qualifications:

- Bachelor's Degree preferred, with NY State Teaching Assistant Certification required.
- 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 Teacher Aide in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER