

# UNION SETTLEMENT

## JOB 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](http://www.unionsettlement.org).

**Position:** Education Specialist  
**Department:** Youth Services  
**Reports to:** Program Director  
**Hours:** 9 hours/week for 36 weeks during academic year.  
**FLSA:** Non-exempt

### **Position Summary:**

The afterschool 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. The Education Specialist will be responsible for curriculum development, activity facilitation, and classroom management. 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, arts enrichment, tutoring, consistent physical education and recreation, and one-on-one mentorship and guidance.

### **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.
- Provide extra academic support for all participants.
- 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 lesson 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 duties as assigned by the Site Supervisor, Program Director, Assistant Director of Youth Services, Associate Director of After-School Programming 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: [sonyccareers@unionsettlement.org](mailto:sonyccareers@unionsettlement.org)

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

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