



50 East 168th Street, Bronx, New York 10452

[www.WHEDco.org](http://www.WHEDco.org)

**Title:** After School English Language Arts Specialist  
**Location:** PS/MS 218, 1220 Gerard Ave, Bronx, NY 10452  
**Reports to:** Education Coordinator

The Women's Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve healthy, vibrant communities. We build award-winning, sustainable, affordable homes – but our work is not over when our buildings are complete. WHEDco believes that to be successful, affordable housing must be anchored in strong communities that residents can be proud of. WHEDco's mission is to give the South Bronx access to all the resources that create thriving neighborhoods – from high-quality early education and after-school programs, to fresh, healthy food, cultural programming, and economic opportunity. See [www.whedco.org](http://www.whedco.org) for more information.

WHEDco affords all qualified applicants equal employment opportunities without discrimination because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, or any other category protected by law. WHEDco follows the requirements of the New York Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

#### **Job Summary:**

Under the direct supervision of the Education Coordinator, the After School ELA Specialist will assist in the development and delivery of an engaging after school literacy curriculum designed to align with the school day. ELA Specialists are responsible for choosing age appropriate books and planning lessons that integrate art, drama, music as well as other content areas. **This part-time school year position requires availability to teach Monday – Thursday, 3:00 pm-5:00 pm during the 2017-18 school year**, plus paid prep time. For the right candidate there is the possibility of a summer position as well.

#### **Responsibilities:**

Under the supervision of the Education Coordinator, working in conjunction with other key program and school staff, the ELA Specialist will:

- Be the lead for a class of 25-30 elementary school students during English Language Arts program time after school hours.
- Collaborate with group leaders to maintain a productive, safe and respectful environment in the classroom.
- Create and facilitate engaging developmentally appropriate lesson plans and implement activities designed to develop students' literacy skills that meet and exceed NYS standards.
- Integrate interdisciplinary activities including; discussion, drama, art, movement, and writing activities.
- Attend all required staff/planning meetings and professional development workshops.

#### **Qualifications:**

- Minimum of two years' professional experience working with K-5<sup>th</sup> grade youth in an after school or community-based enrichment program;
- Experience creating and delivering lesson plans in formal and/or in-formal settings;
- Strong academic skills in English and a love of literature;
- Demonstrated experience in leading/organizing experiential learning activities; substantial volunteer work will be considered;
- Ability to be creative and flexible and respond to the changing needs of the after school environment;
- Demonstrated interest in the field of education and/or child development;
- Experience with mentoring programs and/or cross-age reading buddies programs, a plus;
- Able to work late afternoons and/or evenings;
- Well organized, able to work both independently and collaboratively;
- Bilingual (English/Spanish) a plus;
- New York State Teacher Certification a plus;
- Previous work experience in low-income communities, preferred.

Competitive pay rate based on experience. This is a part-time hourly position.

To respond, send a cover letter and resume to one of the following:

**Email:** [ELASpecialist@whedco.org](mailto:ELASpecialist@whedco.org) (preferred)  
**Mail:** WHEDco, 50 East 168<sup>th</sup> Street, Bronx, NY 10452  
**Attn:** Amanda Wells