



50 East 168th Street, Bronx, New York 10452

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

**Title:** Academic Enrichment Instructor, PS/MS 218  
**Location:** 1220 Gerard Ave., Bronx, New York 10452  
**Reports to:** After-School Program Director, PS/MS 218

#### **About Us:**

The Women’s Housing and Economic Development Corporation (WHEDco) is a community development organization founded on the radically simple idea that all people deserve to live in 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 of which residents can be proud. WHEDco’s mission is to create and bridge access to resources in the South Bronx that support 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.

#### **Job Summary:**

Under the direct supervision of the After School Program Director and Education Coordinator, the Academic Enrichment Specialist will plan and facilitate engaging literacy and STEM unit lessons. The Instructor will be supported by the Education Coordinator in identifying age-appropriate texts and planning engaging lessons and learning activities. This part time position requires availability to teach **Mondays through Fridays, 3:00PM – 5:00PM, with flexible planning hours.**

#### **Responsibilities:**

- Under the supervision of the After School Program Director and Education Coordinator, and working in conjunction with in-classroom staff, supervise assigned group of 20 to 28 school students during after school program hours;
- Create and facilitate engaging developmentally appropriate lesson plans and implement activities designed to develop students’ literacy and STEM skills that meet and exceed NYS standards;
- Create and facilitate an engaging Engineering Challenges enrichment activity that develops curiosity, teaches the engineering cycle and harnesses competition.
- Maintain health and safety protocols at all times during program;
- Incorporate projects that foster academic, emotional, cultural and artistic growth into teaching practice;
- Attend all required staff/planning meetings;

**Qualifications:**

- Minimum two years' professional experience working with children in a classroom, after school, or community-based environment leading/organizing group activities. Substantial volunteer work will be considered;
- Experience creating and delivering lesson plans in formal and/or in-formal settings;
- Strong academic skills in English and a love of literature;
- Demonstrated interest in the field of education, child development or literacy;
- Familiarity with literacy and whole language teaching methodology desirable;
- Able to work Monday through Fridays from 3:00 PM-5:00 PM;
- Well organized, able to work both independently and collaboratively;
- Bilingual (English/Spanish) a plus;
- Current, active college enrollment or college degree preferred;
- Previous work experience in low-income communities.

**Competitive hourly rate (27.50/hr) based on experience. This is a part-time hourly position Monday – Friday 3:00pm-5:00pm.**

**To apply, please submit a cover letter and resume to [218afterschool@whedco.org](mailto:218afterschool@whedco.org). Please include Group Leader and your name in the subject line.**

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.

WHEDco is an E-Verify employer. E-Verify is an Internet-based system that compares information entered by an employer from an employee's Form I-9, Employment Eligibility Verification, to records available to the U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility.