



50 East 168th Street, Bronx, New York 10452

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 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 oversee the Kindergarten through second grade literacy programming, serving approximately 150 students at WHEDco’s After School Enrichment program located within PS/IS 218. The ELA specialist will work with Group Leaders to develop engaging lessons that are responsive to the needs of the students and align with the school day. To ensure high quality programming the ELA specialist will design and deliver literacy based professional development sessions in addition to regular observation and coaching with front-line staff.

This part-time school year position requires availability Tuesday, Wednesday and Thursday from 12pm-5pm. (Some flexibility in the schedule)

Duties:

- Create, design, and/or implement age-appropriate curricula for participants. Align lesson plans with NYS Common Core standards.
- Design regular professional development workshops in response to the needs of staff and youth.
- Work with parents, school and after school staff to help identify and advocate for the needs of struggling students.
- Observe staff facilitating lessons, train and coach staff as necessary.
- Assist with program development and daily supervision of staff and participants.
- Communicate with school administration and staff as needed.

Qualifications:

- Bachelor's degree in childhood education, literacy or related field (Masters preferred)
- Minimum of 3 years professional experience.
- Experience creating and delivering lesson plans in formal and/or in-formal settings.
- Ability to be creative and flexible and respond to the changing needs of the after school environment.
- Knowledge of youth development principles: Social Emotional Learning (SEL) a plus
- Exceptional coaching and problem solving skills that will help support, develop, and evaluate staff.
- Must have a commitment to work from a strength-based and youth development perspective.
- Knowledge of NYS Common Core Standards; experience in curriculum development and implementation in the elementary grades.
- Well organized, able to work both independently and collaboratively;
- Bilingual (English/Spanish) 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 (preferred)
Mail: WHEDco, 50 East 168th Street, Bronx, NY 10452
Attn: Amanda Wells