



50 East 168th Street, Bronx, New York 10452

www.WHEDco.org

Title: After School Education Coordinator
Location: PS/MS 218, 1220 Gerard Ave, Bronx, NY 10452
Reports to: Program Director

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.

Job Summary:

Develop, design and manage the English language arts and STEM curriculum for WHEDco’s after school and summer day camp programs serving students K-8th grade. The coordinator will supervise the English language arts coordinator, lead STEM educator, English language arts instructors and group leaders assigned to these programs. This includes conducting observations, providing formal and informal feedback, and designing professional development opportunities. Additionally, the education coordinator will liaise with school staff regarding academic benchmarks and goals as well as academic needs for individual students as needed. The education coordinator will also plan and execute a family engagement fair in late June to provide families with accessible educational activities to help prevent summer learning loss.

Responsibilities:

Working in conjunction with the program director, the education coordinator will:

- Develop, design, implement and supervise the English language arts/academic enrichment curriculum for students in grades K to 8. Curriculum will be aligned with the school’s academic goals but will be very hands-on and engaging with an emphasis on learning to enjoy reading and writing.
- Develop, design, implement and supervise a K-5 STEM programming. Curriculum will be aligned with the school’s academic goals but will be very hands-on and engaging with an emphasis on exploration and asking questions.
- Supervise the ELA coordinator and ELA instructors, including the development of lesson plans, observations and coaching.
- Supervise the lead STEM educator including the development of lesson plans, observations and coaching.
- Prepare program reports and assist in program evaluation as needed.
- Develop and maintain relationships with school administration and teachers and liaise to ensure alignment of benchmarks.

- Plan and execute relevant staff development workshops for group leaders to aid in their professional development.
- In conjunction with the program director, ELA coordinator, lead STEM educator and ELA specialists, plan and execute a family engagement fair in late June that provides families with accessible resources to help combat summer learning loss.
- Assist with program management and student behavior management as needed.
- Any and all additional assignments that may be assigned by supervisor

Qualifications:

- Master's degree in education or a related field.
- Minimum of three years' professional teaching experience.
- Demonstrated interest in the fields of education, child development, STEM and literacy.
- Well-organized, able to work both independently and collaboratively.
- Experience creating and delivering lesson plans in formal or in-formal setting.
- Demonstrated experience in leading or 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.
- Bilingual (English and Spanish) is a plus.
- New York State Teacher Certification is a plus.
- Previous work experience in low-income communities is preferred.

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

To apply, please send a cover letter and resume to 218afterschool@whedco.org (include "Education Coordinator" and your name in 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.