

assemble

a community space for arts + technology

assemblepgh.org // 412.661.6111 // 4824 Penn Ave.

Job Title: Teacher

FLSA Status: Non-Exempt

Job Status: Part-time

Hourly Rate: \$15

To Apply: Interested applicants should submit a resume, 3 references including your most recent supervisor, copies of all required clearances, and a letter of interest to jobs@assemblepgh.org. This is a rolling position. No phone calls, please. Please send questions to nina@assemblepgh.org.

Assemble is a 501(c)3 nonprofit organization dedicated to fostering learning and creativity. Assemble envisions diverse neighborhoods of empowered people who create, connect, learn, and transform together. We build confidence through making by uniting communities of artists, technologists, makers, and learners both in our space at 4824 Penn Ave and beyond.

Assemble is a platform that elevates ideas, activities, and relationships that build the agency of the individual and empowers relationships that build a community. Our platform is exciting, can change one's disposition, encourages creativity, and removes barriers. It provides choices to construct a better future for oneself and invites engagement of learners of all ages, from little people (kids, teens) to big kids (young adults, grown-ups). We accomplish this with creativity through Science, Technology, Engineering, Arts, and Math (STEAM) disciplines and learning opportunities to build valuable 21st-century skills. We encourage creative problem solving and critical thinking skills through the tangible application of concepts, a hands-on participatory environment, and interdisciplinary engagement. Our culture of open-ended experimentation celebrates both successes and failures as opportunities to learn, grow, and try again. For more information about Assemble, please see our website at www.assemblepgh.org

Teacher Job Responsibilities: Assemble Teachers are responsible for planning and delivering engaging, STEAM-based programs. They actively engage to build a culture of making and inquiry. They work with and report back to the Platform Program Manager (PPM) on Assemble's current program offerings, to explore new program opportunities, and to help expand organization's capacity to fulfill its mission and vision.

Job Duties and Expectations:

- Facilitates the delivery of Science, Technology, Engineering, Art and Mathematics (STEAM) activities, and lesson plans during regularly-scheduled program workshops
- Writes and/or adapts workshop curriculum using existing best practices in STEAM and Maker education
- Attend and participate in teaching team meetings and ensures ongoing collaboration with the teaching team, clearly communicating any needs and issues at hand with PPM
- Coordinates with the PPM regarding the use of available materials at Assemble and digitally submit material requests in advance of specified program workshops
- Fills out and submits weekly workshop debrief form with the teaching team to reflect on and improve program
- Collects and distributes any necessary permission forms and contact information required for program participants and immediately informs the PPM of any changes
- Records and reports student attendance

- Ensures that all evaluation forms are administered to individual students at each workshop, including photo documentation and other qualitative data
- Attends all mandatory training, professional development (PD) sessions, and all-teacher meetings
- Maintains a clean environment and performs any necessary setup and cleanup related to the program
- Works with PPM to coordinate at least one Guest Maker-led workshop as needed by program
- Manages classroom behavior while promoting a positive and welcoming learning environment
- Remains aware of program timeline and adheres to the established timeline
- Maintains professional interaction with co-workers, makers, students, on-site contacts, parents, and other points of contact necessary to conduct program
- Adapts to unplanned events or unexpected changes quickly and professionally
- Carry out other duties as needed in order to sustain programs and assist co-workers

Reporting Structure:

Assemble Teachers report to and are evaluated by the Platform Program Manager (PPM)

Job Qualifications:

- Strong desire to learn and share knowledge is required
- Must have a car and be willing to drive teaching team members
- Must have valid driver's license
- Must have current clearances for PA Child Abuse, PA Criminal Record, FBI PA Department of Education Clearance, and Mandated Reporter Certificate
- Bachelor's degree preferred and or equivalent work experience in an out of school or educational setting
- Competent with Email, Google Drive, and Google Documents
- Excellent and effective written, verbal, and nonverbal communication skills.
- Lesson plan and curriculum writing experience preferred
- Attentive to detail as to uphold the quality and goals set for Assemble's program
- Ability to communicate with a range of people from children, teens, parents, peer Assemble Teachers, Assemble managers, and other provider liaisons
- Effective mediation skills and ability to work through conflict
- Strong collaboration skills
- Commitment to anti-oppression work
- Background and comfort working with youth of diverse identities and experiences
- Experience with STEAM or Maker Education education preferred, both low and high-tech
- Attentive to culturally relevant pedagogy and restorative justice methods
- Attentive to detail as to uphold the quality, and goals set for Assemble's program
- Must be able to adapt to flexible work hours and the environment with evolving program priorities
- Working knowledge and interest in youth-oriented computer programming language (e.g. scratch, Minecraft, etc.), robotics, VR, AR, AI, microcontrollers (Makey Makey), rapid prototype methods like the laser cutter and 3d printers, in a learning environment is preferred

Assemble, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Assemble expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Assemble's employees to perform their expected job duties is absolutely not tolerated.