# 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, seasonal position from June-August
**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 **jobs@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 in-person as well as virtually. They actively engage to build a culture of making and inquiry. They work with and report back to the Program Managers on Assemble's current program offerings, to explore new program opportunities, and to help expand the 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 and summer camps
- Writes and/or adapts workshop curriculum using existing best practices in STEAM and Maker education
- Attend and participate in teaching team meetings and ensure ongoing collaboration with the teaching team, clearly communicating any needs and issues at hand with the program managers.
- Coordinates with the In-House and Off-Site Program Managers regarding the use of available materials at Assemble and digitally submit material requests in advance of specified program workshops or summer camps
- Fills out and submits weekly workshop debrief form with 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 In-House Program Manager of any changes

- Records and reports student attendance
- Ensures that all  evaluation forms are administered to individual students at each workshop or camp, including photo documentation and other qualitative data
- Attends all mandatory trainings, professional development (PD) sessions, and all-teacher meetings
- Participates in social distancing, cleaning, and disinfecting protocol set by Assemble's Health & Safety Reopening Policy
- Maintains a clean environment and performs any necessary setup and cleanup related to the program
- Works with Program Managers  to coordinate at least one Guest Maker-led workshop per summer camp
- 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 In-House Program Manager & Off-Site Program Manager.

**Job Qualifications:**
- Strong desire to learn and share knowledge is required
- Must have valid driver's license
- Must have a car and be willing to drive teaching team members
- Flexibility with in-person facilitation strongly encouraged as well as virtual programming during covid restrictions
- Experience in STEAM facilitation and or equivalent work experience in an out of school or educational setting
- Must have current clearances for PA Child Abuse, PA Criminal Record, FBI PA Department of Education Clearance, and National Sex Offender Registry Verification.
- 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 summer camp 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 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