

Off-Site Programs Coordinator and Teacher

FLSA Status: **Exempt**

Job Status: **Full Time**

Salary Range: **\$48,057 - \$50,000**

To Apply:

Interested applicants should submit a resume, 3 professional references, and an email stating why they are interested in this role to jobs@assemblepgh.org by 11:59 pm, EST **Monday, June 19**. The interview process will include 2 interviews. During the second interview, applicants will be asked to share a lesson they have created. Those who self-identify as members of marginalized communities are encouraged to apply. No phone calls, please. Please send questions to nina@assemblepgh.org.

Off-Site Programs Coordinator and Teacher Job Responsibilities:

The Off-Site Programs Coordinator is responsible for supporting the Off-Site Program Manager in planning, coordinating, and executing off-site or contracted programs for Assemble. These programs run throughout the school year with others during the summer. This person will work with the Off-Site Program Manager to ensure the program's success. They will serve as a second liaison with off-site program partners, in support of the Off-Site Programs Manager.

In addition to off-site coordination, this person will teach four days a week throughout the school year with some potential weekends. This person will be a lead teacher as well as collaborate with Assemble teachers to deliver programming and lessons. They are responsible for delivering programs based on Assemble's themes as well as remixing and creating new ones based on contemporary topics in STEAM. Assemble Teachers are responsible for planning and delivering STEAM-based programs. They actively engage to build a culture of making and inquiry. All staff members are expected to help expand the organization's capacity to fulfill its mission and vision. They also are expected to work collaboratively with all staff as needed.

Reporting Structure:

The Off-Site Programs Coordinator and Teacher reports to and are evaluated by Off-Site Programs Managers (OSPM).

Defined terms:

Off-site programs: Afterschool, School time, Summer, and weekend programs delivered at any location *other than* Assemble's 4824 Penn Ave location. Typically contracted for a fee.

Co-Teaching: Lead off-site youth programs in tandem with the teaching team. Adjusts lessons to fit the needs of the immediate programs and fulfills duties listed below.

Job Duties and Expectations:

50% - Coordinate off-site programs in support of Off-Site Programs Manager (OSPM)

Coordinates schedules for staff for off-site programs for OSPM approval

- Works with part-time staff for their availability
- Communicates with the substitutes assigned by OSPM the program logistics including location and site contact information
- Coordinates off-site programs Google calendar and updates
 - Compile scheduled school closings from partner schools' calendars
 - Integrate program information and updates confirmed by OSPM into the programs calendar
 - Confirm schedules and program updates with OSPM
 - Communicate program changes and schedule updates with assigned staff
- Assists OSPM in onboarding new teaching staff
 - Provide administrative support with Google Drive, location of materials, and general logistics and best practices
- Suggest training topics for all-staff professional development
 - Lead trainings as requested by OSPM and In-House Programs Manager
- Coordinates all materials and kit prep and delivery for off-site programs
 - Ensure off-site staff complete the material request form in a timely manner for the Finance + Operations Manager
 - Encourage off-site staff to utilize existing materials inventory
 - Provide material suggestions to off-site teaching staff for programs
- Coordinates the collection of student attendance and data for all off-site programs
 - Creates forms and tracking materials for data collection
 - Ensure off-site staff collect and update student data in a timely manner to be shared with OSPM; send staff reminders, as needed
 - Send staff reminders to complete and return off-site debrief forms and upload program photos to the correct drive folder
 - Lead PPS Cityspan data collection and submission
 - Attend all trainings and meetings related to Cityspan
- Assists OSPM in answering RFP/LOIs for potential off-site programs and partnerships
- Represents Assemble and attends planning and offsite meetings with program partners, as needed, in support and in lieu of OSPM
 - Attends Pittsburgh Public Schools Out of School Partnership, Remake Learning Network, APOST, and community meetings as needed

35% - Teaching and Program Delivery

Facilitate the delivery of STEAM activities, and lesson plans during regularly-scheduled program workshops and camps
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
Coordinate with the Finance + Operations Manager regarding the use of available materials at Assemble and digitally submit material requests in advance of specified program workshops or camps
Manage classroom behavior while promoting a positive and welcoming learning environment
Remain aware of the program timeline and adhere to the established timeline
Maintain a clean environment and perform any necessary setup and cleanup related to the program
Adapt to unplanned events or unexpected changes quickly and professionally

Attend all mandatory trainings, professional development (PD) sessions, and all-teacher meetings
Maintain professional interaction with co-workers, makers, students, on-site contacts, parents, and other points of contact necessary to conduct programs

10% - Program Documentation and Student Info Collection

Collect and distribute any necessary permission forms and contact information required for program participants and immediately informs the OSPM of any changes
Record and report student attendance
Distribute evaluation forms to students at workshops or camp, including photo documentation and other qualitative data as needed
Submit weekly workshop debrief form with the co-teacher to reflect on and improve the program

5% – Advance Assemble’s vision, mission, and values

Represent Assemble at events and presentations
Model behaviors that continue to build Assemble culture
Contribute to the continuous improvement of Assemble and our programs
Attend board meetings, fundraisers, and events as requested by Executive Director
Perform other duties as required and assigned

Job Qualifications:

Knowledge, Skills, and Abilities:

Prior knowledge of STEAM, Maker, and Out-of-School-time education is required
Prior knowledge of Culturally Relevant Pedagogy is required

Excellent project management skills; must be able to set, manage, and meet deadlines

Excellent and effective written, verbal, and nonverbal communication skills

Ability to communicate with a range of people from youth, parents, teachers, and school administration, and Assemble staff such as teachers, and managers

Ability to lead classrooms of youth is required

Strong collaboration skills and must be reliable

Strong time management, multitasking, and organizational skills

Effective mediation skills and creative problem-solver; ability to work through conflict

Competent with email, Google Drive, and Google Documents

Ability to travel to Assemble and offsite locations; reliable transportation is required

Ability to work weekends and weekdays; i.e., schedule flexibility

Able to adapt to flexible work hours and work environment is required

A commitment to anti-oppression work centered on inclusion, equity, accessibility, and belonging is required

Education, Clearances, and Experience:

Prior teaching experience in out-of-school or in-school environments is required

Bachelor's degree in art, science, education, social work, or a related field.

Relevant experience may be a substitute for education.

Current clearances or the ability to acquire clearances for working with and near youth in Pennsylvania are required; PA Child Abuse, PA Criminal Record, FBI PA Department of Education Clearance, National Sex Offender Registry Verification, and Mandated Reporter Certificate. For more information about clearances:

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>

Working Conditions/Physical Demands:

While performing the duties of this job, the employee should be able to:

Perform light work - exerting up to 50 pounds of force frequently and/or lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 15 pounds.

See, hear, talk and perform tasks requiring manual dexterity and visual acuity; sit, stand, walk, and other similar tasks requiring physical activity.

Operate standard office/computer equipment.

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.