**Job Title: Teacher I**

**FLSA Status:** Non-Exempt

**Job Status:** Part-time  

**Hourly Rate:** $19.02

**Deadline to apply:** Rolling

**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](mailto:jobs@assemblepgh.org).

There are two interviews. The first is mainly questions. For the second interview, we ask that you prepare a quick 20 min lesson to teach us. This is a rolling position. No phone calls, please. Please send questions to [jobs@assemblepgh.org](mailto:jobs@assemblepgh.org). Those who self-identify as members of marginalized communities are encouraged to apply.

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 the 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](http://www.assemblepgh.org)

**Teacher Job Responsibilities:** Assemble Teachers are responsible for planning and delivering engaging, STEAM-based programs in-person. 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 help expand the organization’s capacity to fulfill its mission and vision.

**Job Duties and Expectations:**

- **75% - Teaching and Program Delivery**
  - Facilitates the delivery of Science, Technology, Engineering, Art and Mathematics (STEAM) activities, and lesson plans during regularly-scheduled program workshops and 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.
Digitally submit material requests in advance of specified program workshops or camps
Fills out and submits weekly workshop debrief form with the teaching team to reflect on and improve the program
Manages classroom behavior while promoting a positive and welcoming learning environment
Remains aware of program timeline and adheres to the established timeline
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
Adapts to unplanned events or unexpected changes quickly and professionally
Attends all mandatory trainings, professional development (PD) sessions, and all-teacher meetings
Maintains professional interaction with co-workers, makers, students, on-site contacts, parents, and other points of contact necessary to conduct programs

20% - Program Documentation and Student Info Collection
Collects and distributes any necessary permission forms and contact information required for program participants and immediately informs the 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

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

Reporting Structure:
Assemble Teachers report to and are evaluated by the In-House Program Manager & Off-Site Program Manager.

**Job Qualifications:**

Knowledge/ Skills & Abilities:

- Strong desire and ability to learn and share knowledge is required
- Ability to talk with anyone who walks through the door and be welcoming
- Strong collaboration skills and must be reliable
- Competent with Email, Google Drive, and Google Documents
- Excellent and effective written, verbal, and nonverbal communication skills.
- Attentive to detail as to uphold the quality and goals set for Assemble's programs
- Ability to communicate with a range of people from children, teens, parents, peer Assemble Teachers, Assemble managers, and other provider liaisons
- Ability to communicate their needs effectively
- Effective mediation skills and ability to work through conflict
- Commitment to anti-oppression work
- Attentive to culturally relevant pedagogy and restorative justice methods
- Trauma Informed Care and Learning experience preferred
- Must have weekend and Friday evening availability
- Must have a valid driver's license, State ID, or Passport
- Must have reliable transportation
- Must be able to adapt to flexible work hours and the environment with evolving program priorities
- Must have current clearances or ability to obtain the PA Child Abuse, PA Criminal Record, FBI PA Department of Education Clearance, and Mandated Reporter Certificate

Education/ Experience:

- Teaching or professional work experience in a nonprofit organization, preferred
- Bachelor's degree preferred and or equivalent work experience in an out-of-school or educational setting.
- Experience with STEAM or Maker Education preferred, both low and high-tech.
- Background and comfort working with youth of diverse identities and experiences
- Lesson plan and curriculum writing experience preferred
- 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.