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**. 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**. 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

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