

Company: Company: Center for the Integration and Advancement of New Americans (CIANA)

Job Title: Educational Specialist

Job Site: Astoria Queens

Visit Us: www.cianainc.org

Job Type: Part Time 15 hrs+

Mon - Fri 2:30-6:30 pm

CIANA is excited to launch a DYCD funded SONYC After School Program. The agency will be hiring a part time Educational Specialist to ensure programmatic success.

The Educational Specialist will be a SACC certified teacher with experience in curriculum development. They will ensure the proper pre-development of the curriculum to maintain a parallel with the NYS Core Curriculum Standards as well as evaluating and strengthening curriculum training, individual lessons, and teaching methods. He/She will identify suitable curricula, help create activity plans, foster quality improvement, and build productive relationships within the program. The individual will strengthen curriculum planning, individual lessons and teaching methods at the middle school level. He/She will assist and work with the Program Director to coordinate and communicate expectations and progress between students' guardians, guidance counselors, and teachers. He/She will also assist in ensuring proper training for staff. The specialist will report to the Program Director regarding all development and supervisory needs.

Requirements

- Minimum Bachelors of Arts or Bachelors of Science Degree in Education, Psychology, or a comparable topic
- A certified teacher with special education certification or experience working with special needs youth
- SACC certified or ability to attain certification
- Experience with youth and program development
- Experienced in curriculum development for Middle School aged students
- Strong interpersonal skills

Duties

- Work at the program site, and handle curriculum development and pre-development paralleled with the NYS Core Curriculum Standards,
- Evaluate and strengthen, curriculum training, individual lessons, and teaching methods
- Work with program director and teachers to identify appropriate curriculum tools and resources
- Ensure the curriculum is aligned with the day school activities
- Assist supervisors and other staff to develop educational corrective action plans if needed.
- Assist in the development of youth surveys and assessments
- Assist with all curricular based pre-development programmatic needs
- Prepare monthly reports that identify critical curricular assessments
- Enter appropriate data into DYCD Online system
- Track student grades and progress as they correlate with the after school program
- Participate in program staff meetings
- Remain in compliance with all CIANA, Inc. and DYCD rules, protocols, and procedures
- Ensure curriculum is properly aligned with student needs and interests
- Assist with curriculum based teaching when required

Application Process

Please email your resume fwilkinsconsultant@gmail.com