



Elementary School Junior Teaching Artist - Queens

ABOUT THE POSITION

Innovative network of school-based and center-based youth development programs seeks Elementary School Junior Teaching Artists for arts education programming, serving children ages 5-14 in Elmhurst and North Corona, Queens.

We are looking for versatile and flexible teaching artists who are open to frequent feedback on their classroom management and lesson plans, and who are excited to be part of a creative team. The ideal candidate will possess excellent classroom management. Strong, sensitive and professional communication skills are a must as well as a good sense of personal and professional boundaries. Junior Teaching Artists must have a culturally sensitive approach to working with diverse populations. Applicants should have experience working with youth.

RESPONSIBILITIES

- Teach assigned content area
- Collaborate in designing literacy-based art curricula that align with recognized learning standards
- Collaborate in the implementation of STEM activities in the literacy-based arts curricula
- Participate in weekly individual and/or group supervision meetings
- Supervise and ensure the safety and welfare of participants at all times
- Keep students engaged and create a classroom culture of respect and participation
- Supervise students on subway trains and on field trips throughout New York City
- Supervise interns/assistants placed within the classroom
- Communicate with parents regarding student's progress in the program
- Make referrals to Art Therapist, as needed
- Maintain attendance
- Check emails regularly and respond to communication efforts by supervisor in a timely manner, at least within 24 hours
- Complete evaluation forms for participants
- Supervise maintenance of a current portfolio for every student assigned to teacher
- Participate in agency wide events

- Generate and collaborate on a wide range of community projects and other special projects as needed
- Participate in recruitment and retention of program participants
- Attend meetings and trainings as assigned
- Supervise and/or provide first aid/CPR, file accident/illness reports
- Complete any other duties assigned by Supervisor(s)

QUALIFICATIONS

PLEASE NOTE: As per the DOE/DYCD Guidelines, all employees working in the Arts and Literacy Program are required to be vaccinated.

- High School Diploma required, BA/BFA in professional content area preferred
- 2 years' experience teaching art related subject matter required
- Ability to create lesson plans and document curriculum
- Excellent organizational and time management skills
- Working knowledge of NYC Arts Cultural Community
- Experience working with diverse youth populations
- Occasional flexible schedule is required- some weekends and evenings
- Bilingual-Spanish/Mandarin/French is preferred

SCHEDULE

- 2023-2024 After School Program:
 - Dates: 9/11/23 to 6/28/24
 - **Hours: 21+ hour/week**
 - **Schedule: Monday to Thursday 2:15pm-6:00pm, Friday 12:00pm-6:00pm** **exact times subject to vary slightly dependent on host school dismissal time*
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- 2024-2025 Summer Program:
 - Approx. Dates: 6/24/24 to 8/16/24
 - **Hours: 30 plus hours**
 - **Schedule: Monday to Friday- Shift work between 8am to 6pm.** **exact times subject to vary slightly depending on host school dismissal time*
- Candidates must be available for the entire duration of the school year and summer months.
- Paid, mandatory staff training will take place prior to start dates sometime in early September.

COMPENSATION

- Salary: \$18-24/hour range based on degree(s), qualifications and experience.
- Benefits
 - Medical, Dental and Vision (partial employer - sponsorship)
 - Vacation
 - Holidays
 - Sick Days
 - Flex Spending Account

TO APPLY

To apply, please send a cover letter outlining your experience and passion for arts education and a resume to osthiring@hispanicfamilyservicesny.org. Applicants will not be considered without a cover letter.