

Coalition for Hispanic Family Services
Arts and Literacy After School Program

Job Description

Position Title: Arts and Literacy Homework Teacher/Group Leader
Program: Arts and Literacy After School Program
Reports to: Site Director
Date Available: July 1, 2019 through August 30, 2019
Deadline to apply: Open until filled

To apply: Submit a resume and cover letter with qualifications to Holly Smeltzer, Director of Arts and Literacy Programs, at hsmeltzer@hispanicfamilyservicesny.org

Summary of Position: The Arts and Literacy Homework Teacher/Group Leader is responsible for running two homework periods each day under the direct supervision of the Program Director. The Homework Teacher will provide appropriate homework help, tutoring and after homework activities that support the Learning Competencies and Grade Specific Performance Indicators for English Language Arts according to New York State. This position is seasonal employment for school year or summer camp. All rehiring for the following season will require an official email from the compliance coordinator.

Summary of Program: The Arts and Literacy Program is a comprehensive afterschool program addressing Bushwick and Queens youth's needs in the areas of education, creative arts, youth leadership, and health. Program activities build leadership and literacy in the widest sense of the word through creative writing, the visual arts, drama, photography, video, music, yoga, creative movement, and apprenticeships for high school students. The program engages the children's entire family through monthly family literacy workshops, parent organizing, and comprehensive services available through the agency's other programs.

Summary of the Agency: The Coalition for Hispanic Family Services is a multi-service agency serving children and families of North Brooklyn and Queens. These include foster care, adoption, youth development, primary health care, mental health, HIV/AIDS case management, community health education and outreach, in-service internships and after school education.

The duties of the Arts and Literacy Homework Teacher/Group Leader are as follows:

- Supervise students completing homework
- Manage behavior charts
- Supervise apprentices as they provide homework help
- Meet monthly with all public school teachers of the students in their class to check for needs assessment
- Implement tutoring kits
- Implement post homework activities
- Implement educational plans for students in need
- Participate in weekly individual and/or group supervision meetings
- Participate in agency wide events
- Attend meetings and training as needed
- Complete any other duties assigned by Supervisor(s)

Qualifications: Must be enrolled in college. Two years experience working in after school. Occasional flexible schedule is required. Bilingual-Spanish/Mandarin is preferred.

The Homework Teacher/Group Leader should have a record of successful experiences working in afterschool, should have experience working with children's needs, knowledge of positive discipline methods, knowledge of early childhood development, exceptional writing skills, ability to conceptualize and communicate ideas, possess outstanding organizational skills and interest in working with a team, and familiarity with Latinx, African American and Asian cultures