

## **Job Description: Middle School Sports Teaching Artist - Queens**

**Position Title:** Middle School Sports Teaching Artist - Queens  
**Program:** Arts and Literacy After School Program  
**Reports to:** Program Director  
**Date Available:** Immediately  
**Deadline to apply:** October 11, 2021

**To apply:** Submit a resume and cover letter with qualifications to [osthiring@hispanicfamilyservicesny.org](mailto:osthiring@hispanicfamilyservicesny.org)

### **ABOUT THE POSITION**

Innovative network of school-based and center-based youth development programs seeks Middle School Music Teaching Artists for arts education programming, serving children ages 5-14 in Elmhurst, Jackson Heights, and Jamaica, 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. Music 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.**

- BA/BFA in professional content area, masters preferred
  - Experience as a teaching artist
  - 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
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## SCHEDULE

- Most Teaching Artists will be hired for a 21 + hour/week schedule with shift times occurring M-Th between 2:00 - 6:00pm and Fridays 11:00am – 6:00pm.
- Candidates must be available for the entire duration of school year and summer months.
- Paid, mandatory staff training will take place prior to start dates sometime in September.

## COMPENSATION

- Salary: \$20-\$25/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](mailto:osthiring@hispanicfamilyservicesny.org). Applicants will not be considered without a cover letter.

