

POSITION TITLE: Community School S.T.E.M. Program Instructor
CENTER: Lawndale
REPORTS TO: Community Schools Resource Coordinator

Overview:

To support and enhance the quality of the Community School program through planning and implementation of S.T.E.M. based, student-centered program activities. The S.T.E.M. Instructor will prepare and present materials for *Scientists for Tomorrow* modules and robotics activities according to curriculum alignment. The instructor will receive training and professional development to support the instruction and implementation of this curriculum at multiple Community School sites. This is a part-time, hourly position (16-20 hours a week).

Major Responsibilities and Key Tasks:

- Manage the day-to-day operation of a new program that exposes youth to the connections between Science, Technology, Engineering and Mathematics.
- Keep accurate records and intake information on each participant including: attendance, pre and post assessments, consent forms, surveys, weekly instructor reflections, etc.
- Facilitate youth S.T.E.M. group activities during after school and on some Saturdays.
 - Activities must be interactive, creative, and combine different learning approaches.
 - Activities will integrate teambuilding, cooperative learning, social-emotional development, youth and leadership development.
- Work with the Community Schools Education Specialist, Program Manager and Resource Coordinator to develop: program agendas, organize and coordinate schedule, implement short and long term S.T.E.M. projects, field trips, family field experiences, youth-led presentations and other enrichment activities.
- Work with program staff and program partners to develop and accomplish program goals.
- Attend/support Family Focus Community School events, professional development trainings and functions.
- Supervise and ensure the safety of program participants at all times.
- Motivate students to increase their performance, attendance and program retention.

Educational Requirements, Required Work Experience, Skills and Abilities:

- Degree in progress in one of the related fields: Education, Youth development, Science, Technology, Engineering or Mathematics
- Minimum 3 years of experience working with urban youth in an educational setting
- Training in effective classroom management strategies and techniques
- Ability to work in a team to develop an integrated program with a positive 'can do' attitude
- Ability to take feedback in the interest of quality program content
- Excellent interpersonal, oral and written communication skills
- Ability to relate well to diverse youth
- Proficient in Microsoft Office
- Ability to monitor program outcomes and goals
- Passion to support children's learning and success in school through a strength-based approach.
- **Availability Beginning Sept/Oct 2015; Monday – Friday afternoons 1:00pm-6:00pm & designated Saturdays**
- Have access to a car – the position will be working in schools located in Englewood & Auburn Gresham
- Submit to and clear a background check

*Family Focus is proud to be an equal opportunity employer.
Compensation is commensurate with experience.*

Qualified candidates should submit a cover letter and resume to:
humanresources@family-focus.org

No Calls, Please.