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## **Job Descriptions Summer Positions at Masa**

### **About Masa**

Masa is a community-based organization dedicated to partnering with Mexican/Latino immigrant children, youth, and families to develop strong learners and leaders who fully contribute to the broader community. We offer a broad range of educational, leadership, and advocacy programs.

We are currently hiring for several roles for our summer program. These roles may be combined based on a candidate's skill sets and interests.



## LITERACY SPECIALIST

- **Program responsibilities:** Literacy Program for 3<sup>rd</sup>-5<sup>th</sup> Grades, Literacy & STEM for K-2
- **Supervises:** Interns and volunteers
- **Time commitment:** Part-time, 20 hours/week (M-F, afternoons)

The **Literacy Specialist** will implement Masa's summer literacy curriculum for approximately 50 students who have completed grades K-5; they will also implement STEM activities with students in K-2. They will also be responsible for administering assessments, adapting curriculum, and supervising and training interns and volunteers. The **Literacy Specialist** should have extensive experience teaching elementary school students, be committed to and excited about bringing culturally rich texts to young readers, and comfortable working in a dynamic, fast-paced environment.

### ***Key Duties & Responsibilities***

- **Curriculum development and adaptation**
  - Review Masa's existing summer curriculum and refine/adapt as needed to meet needs of summer cohort of students (while retaining a focus on exposure to a diverse set of culturally relevant texts)
  - Develop and implement a six-week STEM curriculum for K-2nd
- **Program operations**
  - Conduct pre- and post-assessments with participating students
  - Enter/track assessment and attendance data
  - Prepare program materials for each day and monitor literacy inventory
  - Understand and adhere to local, state and federal laws and guidelines for programs
- **Program implementation**
  - Supervise, support, and train team of interns and volunteers; provide feedback and opportunities for reflection
  - Coordinate and supervise implementation of daily lessons with small groups of students by interns and volunteers
  - Address any emergent behavioral or management issues in a professional manner; keep supervisor informed of any matters regarding the care and safety of children

### ***Requirements***

- Excited about and committed to Masa's mission; experience serving immigrant communities strongly preferred
- Excited about and committed to bringing culturally relevant texts to young readers in an engaging, fun way

- Experience teaching students in K-5 grade; teaching certification preferred; literacy specialization strongly preferred and exposure to STEM curriculum and implementation a plus
- Experience implementing and adapting pre-designed curriculum; experience developing curriculum
- Understanding of developmentally appropriate practice in K-12 education
- Excellent administrative, organizational, and time management skills
- Able to perform work efficiently and accurately with minimal supervision
- Bilingual Spanish/English strongly preferred

***How to apply:***

Send a resume and cover letter to [jobs@masany.org](mailto:jobs@masany.org).



## **STEM SPECIALIST**

- **Program responsibilities:** Science & Math Intensive for 3<sup>rd</sup>-5<sup>th</sup> graders
- **Supervises:** Interns and volunteers
- **Time commitment:** Part-time, 10 hours/week (Mondays & Tuesdays)

The **STEM Specialist** will design and implement Masa's summer science and math curriculum for 20-25 students who have completed grades 3-5. They will also be responsible for designing and administering assessments, as well as supervising and training interns and volunteers. There is also the possibility of developing a more intensive intervention curriculum for a subset of program participants. The **STEM Specialist** should have extensive experience teaching elementary school students, be committed to and excited about bringing science and math skills to young people in an engaging manner, and comfortable working in a dynamic, fast-paced environment.

### ***Key Duties & Responsibilities***

- **Curriculum development**
  - Develop and comprehensively document science and math curriculum for rising 4<sup>th</sup>-6<sup>th</sup> graders to be implemented by a team of volunteers and interns, with a focus on exposing students to skills required by the Common Core in a hands-on, engaging manner; to the extent possible, incorporating opportunities to connect learning to community/social justice is preferred!
  - Develop and implement pre- and post-assessments aligned to skills taught in class
- **Program operations**
  - Implement pre- and post-assessments
  - Enter/track assessment and attendance data
  - Prepare program materials for each day and monitor STEM inventory
  - Understand and adhere to local, state and federal laws and guidelines for programs
- **Program implementation**
  - Supervise, support, and train team of interns and volunteers; provide feedback and opportunities for reflection
  - Coordinate and supervise implementation of daily lessons with small groups of students by interns and volunteers
  - Address any emergent behavioral or management issues in a professional manner; keep supervisor informed of any matters regarding the care and safety of children

### ***Requirements***

- Excited about and committed to Masa's mission; experience serving immigrant communities strongly preferred

- Excited about and committed to bringing science and math concepts to students in 3<sup>rd</sup>-5<sup>th</sup> grade in an interactive, fun manner
- Experience teaching students in K-5 grade; teaching certification preferred
- Extensive experience designing and documenting curriculum; willing and able to clearly document lesson plans in a manner digestible to volunteers and interns
- Understanding of developmentally appropriate practice in K-12 education
- Excellent administrative, organizational, and time management skills
- Able to perform work efficiently and accurately with minimal supervision
- Bilingual Spanish/English strongly preferred

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## **PARENT WORKSHOP LEADER**

- **Program responsibilities:** Workshops for parents of children enrolled in Masa’s summer programs
- **Time commitment:** Part-time, 10 hours/week (days and times flexible)

The **Parent Workshop Leader** will design and implement a series of workshops for participants in Masa’s summer literacy and STEM programs. Workshops will expose parents to the material being covered in these programs, and help parents develop concrete strategies to reinforce their child’s learning at home. In addition, workshops will support parents in preparing for the school year by reinforcing skills around understanding report cards and communicating with teachers. The **Parent Workshop Leader** should have extensive experience working with immigrant parents, speak Spanish fluently, and be excited about partnering with parents to improve Masa students’ academic performance.

### ***Key Duties & Responsibilities***

- **Workshop development**
  - Develop workshop series that support parents in reinforcing the skills children are learning at Masa at home, as well as support parents in preparing for the school year; workshops should build on parents’ strengths and facilitate the sharing of cultural values and practices. Workshops should be accessible to a diverse set of parents with varying literacy levels.
  - Clearly document workshop plans well in advance
  - Implement workshops, facilitating many opportunities for discussion, sharing, and practicing strategies learned
- **Program operations**
  - Implement pre- and post-assessments
  - Enter/track assessment and attendance data
  - Prepare workshop materials for each day
  - Understand and adhere to local, state and federal laws and guidelines for programs
  - Manage and train volunteers/interns

### ***Requirements***

- **100% FLUENT in Spanish (oral and written) is CRITICAL, strong preference for bilingual speaker**
- Excited about and committed to Masa’s mission; experience working with immigrant parents a **MUST**
- Knowledge of and experience with the NYC public school system strongly preferred
- Teaching experience at the elementary school level strongly preferred

- Experience designing and documenting curriculum preferred
- Excellent facilitation skills
- Excellent administrative, organizational, and time management skills
- Able to perform work efficiently and accurately with minimal supervision
- Able to train and manage volunteers/interns

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