



After-School Assistant Teacher Job Description

About One World Project

One World Project is a Spanish-immersion **community center** in the Windsor Terrace neighborhood of Brooklyn, NY, offering Spanish Immersion educational programs for all ages.

All of our **teachers are fluent in Spanish**, and many are heritage Spanish speakers. Our learning community is a mix of Spanish-dominant, English-dominant, and bilingual families. While children may speak in whatever language is comfortable for them, we ask that teachers communicate only in Spanish, except when absolutely necessary.

Role

The After-School Assistant Teacher works with other faculty and staff to implement our after-school program with students ages 2-10.

We ask assistant teachers to be an **active member of their classroom team**. This means being both an active observer and listener, expressing ideas, and being open to discussing our differences. We communicate about conflicts, and look for solutions together that align with OWP's mission and best practices.

The After-School Assistant Teacher will receive direct **supervision**, as well as ongoing support and feedback, **from the lead teacher in their classroom**. Beyond this, there is a supervision support team as well. They will have the opportunity to meet individually with the Education Director, and periodically with the Executive Director to build their teaching skills and to ensure their classroom and team are moving One World Project's mission and vision forward.

All teachers are also asked to participate in **frequent paid professional development opportunities** that will continue to build their teaching and leadership skills.

The position also offers **opportunities to learn and grow**, with the chance to become a Lead Teacher for an OWP classroom. Assistant teachers will gain a deep understanding of early childhood development and language acquisition, as well as the skills to lead Spanish-immersion programs for children ages 2 to 10 years old.



Responsibilities

Mindset & Attitude

- Authentic commitment to OWP mission and goals;
- Personal investment in Spanish-immersion education;
- Positive attitude, an energetic “can do” approach to student learning;
- Genuine appreciation for and curiosity about diverse experiences and perspectives;
- Commitment to collaboration and supporting colleagues;
- Proactive approach to challenges and problem-solving
- Fundamental belief that teaching and learning should be fun
- Personal responsibility and professionalism in all areas.
- At-ease in the outdoors and learning from the natural world
- A deep curiosity about children, and commitment to viewing them through a strengths-based lens.

Teaching & Advancing Progressive Practices

- Building respectful, strong, and caring relationships with children that make their growth possible.
- Helping to build and maintain an engaging and nurturing physical and cultural environment that ensures safety, healthy development.
- Helping to implement One World Project’s interactive, hands-on, and play-based after-school curriculum in accordance with OWP’s mission and values;
- Observing and recording students’ actions, interactions, and development in relation to the curriculum;
- Learning the classroom routines and assuming a shared responsibility for managing the flow of the day and planning for smooth and meaningful transitions.
- Asking questions and engaging in ongoing dialogue with peers and supervisors about how to be responsive to the children's interests and needs.

Curriculum Design & Collaboration

- With guidance from the After-School Lead Teacher, participating in the design of units of study and lessons that are developmentally appropriate, and connected to both the OWP mission and children’s interests and needs;
- Collaborating on and critically analyzing units of study with the Lead Teacher;
- Participating in weekly team meetings and planning efforts for the classroom that allow ample time for reflection between units of study to consider areas of improvement, discuss student observations, and incorporate opportunity in the next cycle (i.e. parent resources, new materials, possible trips);



- Participating in weekly staff meetings to share ideas, best practices, and challenges that ensure a strong connection between classrooms and programs.
- Collaborating in the design of a clear distribution of the responsibilities (zoning), both inside and outside the classroom. The system should reflect and maximize the strengths of each member of the team.
- Collaboration in the planning of a contingency plan for absences, so the whole team feels confident and ready when any member is absent.

Administration & Outreach

- Building relationships with parents and the broader community that foster participation, and contribute to our students' and organization's development.
- In collaboration with the Lead Teacher, planning the use of classroom platforms to communicate and coordinate important information with parents and caregivers, as well as participating in the creation of a weekly class email to keep families informed and involved.

Personal Development & Growth

- In collaboration with the After-School Lead Teacher, articulating strengths, areas for improvement, and realistic goals to guide growth and reflection;
- Seeking and being open to regular feedback from the Lead Teacher as well as other colleagues;
- Actively participating in and preparing for bi-annual appraisal conversations with the Lead Teacher;
- Proactively seeking and engaging in relevant professional development opportunities aligned to personal and professional goals and interests, including necessary certification requirements;
- Thinking big regarding his/her own growth and future in the One World Project family.

Qualifications

- Fluent Spanish speaker
- Prior teaching experience with children ages 2 to 10
- Exemplary written and verbal communication skills
- Proven problem-solving skills

All faculty and staff must have up-to-date vaccinations and boosters for Covid-19.

Work Towards BA/BS + Certification: OWP is eager to support talented educators as they gain experience and work toward a BA/BS and/or NYS teacher certification. OWP will connect interested qualified candidates with programs and resources within NYC to help defray costs.



Schedule

The After-School Assistant Teaching position is a part-time position:

- Each schedule is unique and is finalized in consultation with the Education Director; hours will be roughly 2pm-6pm, 5 days/week
- Mondays Staff Meeting from 1pm-1:45pm
- M-F pick-up from local schools 2:30-3pm
- Opportunity to work during the February, Spring and Summer Camp Program
- For teachers in education programs and/or working towards certification, we will do all we can to accommodate the school schedule.

Compensation and Benefits

Compensation is hourly, and it is based on experience and background. Range is \$17-\$24 per hour.

One World Project offers paid prep time and paid professional development.

After 2 years at OWP, all teachers and staff will receive an additional 2 percent bonus annually for their 401K. All teachers also receive \$100 annual to defray the cost of rain and winter gear.

How To Apply

Please submit a resume and letter to jobs@oneworldproject.org. The letter should be specific to One World Project. All applicants follow the same process for submitting materials, and we review them using the same lens and rubrics.