

# Education Specialist

Homes for the Homeless

Bronx, NY

Teacher

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## Job Description

Homes for the Homeless (HFH) is expanding rapidly to continue its mission of providing homeless families with opportunities and support to transition into permanent housing. HFH helps create lasting solutions for families experiencing homelessness through self-sufficiency planning, goal setting, and achievement. We invite you to visit our website, [www.hfhny.org](http://www.hfhny.org), to learn more about our facilities and programs.

We are searching for a dedicated Education Specialist for our after-school program in the South Bronx. The Education Specialist plays a significant role in support the quality of our afterschool program.

## Responsibilities

Responsibilities Include:

- Develop curricula in alignment with school-day curricula and behavior standards.
- Ensure all structured activities have clearly defined outcomes (measurable skill gains and/or learning goals for participants).
- Review and adapt curriculum to fit within program goals.
- Establish a lesson plan process including writing, reviewing objectives, and time allotment.
- Provide training to staff in lesson planning, classroom management and instruction.
- Develop and maintain relationships with parents, school administrators and personnel.

## Qualifications

Qualifications:

- Bachelor's Degree in Education or related field
- Experience in lesson planning, curriculum development and implementation of structured programming for students in elementary and middle school
- Must pass a background investigation which includes employment history and criminal background check

## **Application Instructions**

To apply, please send updated resume and cover letter to employment[[@](mailto:employment@hfhny.org)]hfhny.org. Indicate “Educational Specialist” in the subject line of the email.

## **Additional Information**

Salary is commensurate with experience and salary history. Excellent benefits including comprehensive health insurance, employer funded retirement benefits, life insurance, and ample vacation, holiday, personal and sick leave.

HFH has a strong EEO commitment and encourages applicants that will increase the diversity of our organization. We are an Equal Opportunity Employer (EEO) committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.