



Arts & Technology Integration Coordinator

Job Description

ABOUT URBAN ARTS PARTNERSHIP (UAP):

Urban Arts Partnership (“UAP”) is a nonprofit organization whose mission is to provide students from disadvantaged communities with a quality 21st century education that is rooted in the arts and technology. UAP was founded in 1991 on the belief that creativity is essential to human development and lifelong success. Learn more at www.urbanarts.org.

POSITION SUMMARY

The Arts and Technology Integration Coordinator is a creative and skilled educator who is passionate about exploring how to integrate arts and technology based approaches to working with students who are Multilingual learners. Through collaboration with school leadership, and teaching in both in-school and after-school settings, they are an essential member of the Community School team and work closely with teachers and support staff throughout the year to establish an individualized project plan specific to their curricular goals and student needs.

This imaginative individual will design and lead programs at a UAP Community School site based out of an middle school in Washington Heights that utilize visual art, technology and storytelling to help students gain fluency in English and increase their social and emotional proficiencies. This person will also participate in the coordination of special events and culture building workshops as well as fulfill other duties required by their supervisor, UAP’s Community School Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Estimated breakdown of work will consist of (subject to change based upon need):
 - 50% Teaching - 20 hrs/week
 - 20% Curriculum development, research and administrative upkeep - 8 hrs/week
 - 15% School TA/Teacher support (meetings, observations, etc) - 6 hrs/week
 - 15% UAP + School community cultivation (Coordination and attendance of school based events/initiatives , staff meetings etc) - 6 hrs/week
- Teach within-in-school, after school, and summer school settings; demonstrate mastery over integrating arts/technology into school-day curriculum.
- Explore new and innovative ways to introduce Urban Arts Programming into the classroom that aligns to school vision and goals.

- Write original curriculum in the arts/technology with the use of interactive media when possible.
- Make Urban Arts visible within the school and actively exhibit student artwork outside of the classroom.
- Create end-of-semester/year student work presentations, involving parents as needed.
- Complete administrative duties such as attendance collection/entry, documentation of student work, program reports and additional administrative tasks as needed.
- Attend all necessary meetings with UAP staff, teachers, and/or school leaders.
- Submit reports and lesson plans as requested by the Supervisor.
- Cultivate and strengthen relationships with school administration and school community.
- Follow and respect the school culture, protocol, and policies.

Other duties as assigned by the supervisor.

REQUIREMENTS:

- Experience teaching middle school students
- Experience in developing, adapting, and implementing curriculum.
- Experience implementing arts and technology initiatives the classroom
- Strong communicator; a capable multi-tasker and proven troubleshooter.
- A dedicated team player who is able to take initiative and work independently.
- Ability to cultivate strong relationships with school communities.
- Ability to receive and process deliveries of materials weighing up to 25 lbs.
- Bachelor's Degree required
- Must be able to complete and pass an NYC DOE background check.
- Bilingual in English/Spanish is a plus.

The Arts and Technology Integration Coordinator will be expected to work in-person within a UAP partner school site. As a contractor of the New York City Department of Education, all school-based UAP employees will be expected to be vaccinated against COVID-19.

MORE REASONS TO WORK AT UAP

- Medical, Dental, Vision and Life Insurance
- Generous PTO benefits, including Summer Fridays in August
- Flex Spending Account (FSA) or Health Saving Account (HSA) + Pre-Tax Commuter Benefit
- 401k Retirement Plan + Company Match
- Collaborative and vibrant company culture focused on team growth and accomplishments

TO APPLY:

Interested candidates should send a cover letter, resume and salary expectations to programjobs@urbanarts.org with “Arts and Technology Integration Coordinator” in the subject line.

UAP is an equal opportunity employer.

Women, minorities, and/or people with disabilities are encouraged to apply.

Must be legally authorized to work in the US.