Institute Overview
Founded in 2010, Law and Civics Reading and Writing Institute (LCRWI) is a solution-based, independent education think tank that conducts multidisciplinary research, application, evaluation and advocacy on how children learn, birth through adolescence. Our non-partisan think tank is especially committed to exploring this issue from the real-life experiences of our most vulnerable children of color who have been placed at risk due to a host of circumstances. We use our own, and child and youth development research from other institutes, to support schools, teachers, administrators, mentors, community residents, and policymakers; providing best practices and common-sense solutions to educational challenges facing underserved children, their families, and communities.

Position Overview and Description
The STEM Advanced Manufacturing Engineer Specialist’s primary concern is the improvement of learning opportunities for students attending the LCRWI Strength-based After School STEM Program in the areas of Science, Technology, Engineering and Math. The STEM Educational Specialist is a multi-site instructional leader who works in close collaboration with a research director to support front-line staff (Tutors and Activity Specialists) in the delivery of STEM-based curricula and thematic projects. His/her role is to support program instructional/enrichment goals by ensuring activities are structured, age-appropriate, align to school day instructional practices and model best practices (as needed). The STEM Education Specialist will work closely with the Senior Program Manager to understand contract compliance, requirements and individual needs for each after-school STEM site they serve as well as a consultant in advising the research director, teachers, tutors and activity specialists who work within the after-school program.

Responsibilities
• Curriculum development, overseeing instruction, and staff development
• Support the development and implementation of all Student Education Plans and Progress Reports
• Facilitate teachers’ use of successful, research-based instructional strategies, including differentiated instruction for diverse learners
• Assess the effectiveness and success of the curriculum and recommend changes based on the data
• Coordinate the administration and implementation of assessments systems
• Oversee collection, verification and timely entry of assessment data and work with Site Director to produce customized reports for instructional staff and leadership on an ongoing basis
• Analyze assessment data to inform curriculum development and ensure high levels of scholar performance
• Monitor grade-level-progress against program benchmarks
• Participate and co-facilitate trainings at site and New York Edge main office
• Lead instruction in the classroom on an as-needed basis
• Collaborate with the Curriculum coordinator in planning lessons, projects and units for use in the after-school program and ensure the successful execution and implementation of these plans.
• Observes and gives feedback to activity specialists, teachers and tutors, providing advice and leading instruction when needed.
• Plans and implements staff development for the organization’s monthly Professional Enhancement Conferences and takes a major role in our STEM pilot research

Requirements
• Broad knowledge of the principles and practices of current educational trends in STEM curriculum and instruction
• Understanding and experience of education in an urban setting
• Ability to establish and maintain effective working relationships with students, families and school partners including school administration and staff
• Excellent communication (oral and written) and interpersonal skills
• High School Diploma

Preferred Qualifications
• Teaching Certification
• Advanced degree in Science (Chemistry or biology) Education and advanced manufacturing STEM disciplines

• At least three years classroom or after school experience in an urban setting
• Proven track record of success in the classroom
• Experience working with children of multiple intelligences and differentiated learning styles
Required skills

- Passion for STEM learning with underserved and underrepresented children of color
- Reliable, organized and punctual
- Knowledge of college readiness, career awareness and character education
- Expert understanding of early childhood (3rd) thru middle-school education requirements in Illinois
- Strong leader and team-builder
- Ability to establish and maintain effective working relationships with program staff and school partners (i.e. parents, families, and community)
- Excellent communication (oral and written) and interpersonal skills with proven ability to interact with a diverse range of individuals both in person and over the phone, applying tact and discretion as situations demand
- Must have excellent organizational, time management and follow-up skills
- Responsible and professional conduct that serves as role model to staff and youth
- Exhibits strong character traits and exercises patience and creativity while seeking win-win scenarios
- Ability to set priorities and meet deadlines
- Must demonstrate ability to manage multiple priorities simultaneously
- Proficiency in Microsoft Excel, Outlook, and Word

LCRWI is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such support, and no applicant will be penalized as a result of such a request.

For more information, visit www.lcrwi.org. To apply for this position, please send all resumes to jobs@lcrwi.org.