



**Date:** May 2022  
**Title:** Assistant in Educational Services  
**Department:** Research and Educational Services  
**Location:** NYSUT Headquarters Latham, New York  
**Category:** Professional Staff Association Category B  
**Salary:** \$86,959

### **NYSUT- Who are we?**

NYSUT is a statewide labor organization affiliated with more than 1,200 local unions, each representing its own members. NYSUT is affiliated with two national unions, the American Federation of Teachers (AFT) and the National Education Association (NEA). NYSUT represents more than 600,000 people who work in, or are retired from, New York's schools, colleges, and healthcare facilities, including teachers, teacher aides and assistants, college and university faculty and professional staff, school bus drivers, custodians, secretaries, cafeteria workers, nurses, and other healthcare professionals.

### **Job Responsibilities:**

- Assist with reviewing and analyzing policies, research, and literature concerning current educational issues.
- Draft briefing papers, reports and correspondence on a variety of education issues.
- Develop and conduct training sessions and workshops to NYSUT members on a variety of educational issues.
- Provide technical assistance on a variety of educational issues such as school safety, social emotional practices (i.e., restorative practices, trauma informed pedagogy and culturally relevant pedagogy), community schools and facilitate initiatives related to nanotechnology and emerging technologies.
- Work with advocacy groups, stakeholders and other key constituents on educational issues.
- Serve as NYSUT Representative on various SED advisory committees.
- Manage NYSUT Subject Area Committees in Math, Science, Technology and Career and Technical Education.
- SEMI High Tech U Teacher Program - A career exploration program designed for teachers to make the connection between classroom instruction and the path to high tech careers to better prepare and inform students. The incumbent will implement and facilitate the program held at NYSUT Headquarters and may also be held in other locations . (Corning, Mohawk Valley , North Country)

### **Job Responsibilities continued:**

- NEA Student-Centered Advocacy Grant –Working with colleagues in Research and Educational Services develop and facilitate trainings in student-led conferences, Family/Home visits and Academic parent Teacher Teams. Work with a number of schools across New York State.
- NYSUT Representative to Association of Math Teachers of New York State (AMTNYS) and appointed to serve on the AMTNYS Assembly, Science Teachers Association of New York State (STANYS), New York State Technology and Engineering Educators Association (NYSTEEA) and NY State Association of Career and Technical Education (NYSACTE) and the National ACTE.
- NYSUT Representative to the NY State STEM Collaborative – The Collaborative is comprised of AMTNYS, STANYS, NYSTEEA and the New York State Professional Engineers (NYSSPE). The STEM Collaborative hosts a STEM Institute every summer
- NYSUT liaison to the Staff/Curriculum Development Network (SCDN) - SCDN representatives meet quarterly to enhance communication among BOCES/Large City School Districts and the State Education Department by sharing information and resources with each other and local school districts.
- Serves on the SED Math Content Advisory Panel (MCAP) and the Science Content Advisory Panel (SCAP).
- Serves on various SED Task Forces and Work Groups including, but not limited to the CTE Task Force, The Dignity for All Students Task Force (DASA) (both iterations) the SAFE Schools Task Force (both iterations), the Girls of Color Task Force, The Math Standards Work Group, the CTE Assessments and Certification Work Groups, APPR Work Group, Science Standards Work Group.
- Serves on the Education Conference Board (ECB) Safe Schools and Restorative Practices Work group.
- Serves on the Capital Region Youth Justice Team and the Restorative Practices Work group and the Trauma Informed Work Group
- Serves as NYSUT Representative on the New York State Network for community Schools Steering Committee and on the Governance Work Group.
- Serves as a facilitator on Restorative Practices for the Education and Learning Trust (ELT).
- Work collaboratively with AFT in providing technical assistance on community schools to various districts throughout the state.
- Serves on the AFT Center for School Improvement (CSI) annual conference planning committee and present workshops on Restorative Practices and Trauma informed schools.
- Other various duties as assigned.

## **Job Qualifications:**

- Experience as a classroom teacher with an understanding of the challenges facing local leaders;
- Solid understanding of union organizations and activities;
- Advanced degree;
- Detailed knowledge of the New York State Learning Standards in math, science and technology (MST) and the Career Development and Occupational Studies (CDOS);
- Detailed knowledge of the grades 3-8 assessments in math, grades 5 and 8 science and Regents exams in math and science;
- An understanding of graduation requirements and pathways to graduation;
- Knowledge of emerging technologies and their implications for students and teachers;
- Ability to use appropriate strategies in acquiring new knowledge, the ability to coordinate multiple assignments with varying deadlines, and be a self-directed learner;
- Strong organizational skills and strong skills in written and oral communication; and
- Ability to work collaboratively as a team member

## **Why Should You Apply?**

- Excellent benefits, including comprehensive medical and dental insurance plans, life and long-term disability plans, and retirement plans
- Generous PTO plan
- Work-life balance
- Collaborative and supportive work environment with a diverse group of experienced professionals
- Working within our highly respected organization provides the opportunity to make a meaningful difference in the lives of working people and provides the ability to be a proud part of the labor movement at the local, state, and national levels

## **Interested? How to Apply:**

Interested applicants should submit a cover letter and resume to [hr@nysut.org](mailto:hr@nysut.org)

EOE

Studies show that women and members of some minority groups are more likely to underestimate their qualifications for a position. Therefore, if you are interested in this job, we encourage you to apply even if you are unsure of how your skills and experiences align with the job responsibilities. NYSUT is committed to diversity in our workplace and welcome the opportunity to consider all candidates.

New York State United Teachers is a statewide labor organization affiliated with the American Federation of Teachers, NEA, AFL-CIO, Representing teachers and other professionals, school related professionals, higher education professionals, health care professionals and retirees.

[www.nysut.org](http://www.nysut.org)