



THE COMMITTEE TO PRESERVE THE UPPER WEST SIDE

EDUCATION SPECIALIST

Landmark West! (LW!) seeks a part-time Education Specialist to lead and implement all aspects of our multifaceted elementary and middle school educational programming including planning, management, and classroom sessions and field trips in coordination with classroom teachers at their respective schools. LW! is a non-profit community-based organization committed to preserving the architectural heritage of Manhattan's Upper West Side from 59th to 110th Streets, Central Park to Riverside Park. (<http://www.landmarkwest.org/>)

The Education Specialist will be the primary educator in the field. This person will be an active member of the LW! team. Some nights and weekend responsibilities may be required.

Primary Responsibilities for the School Program, *Keeping the Past for the Future (KPF)*

Curriculum and Teacher Development

- Implement programs for students K–Grade 8.
- Revise and enhance curricula, programs and publications as needed.
- Maintain communication with all school contacts (principals, teachers and parents).
- Maintain audience statistics/reports for KPF.
- Monitor the program activities and budget, reporting to the Executive Director.

Outreach/Marketing

- Assist with developing the program and outreach to teachers, principals and educators.
- Serve as liaison between LW! and the UWS school community, including outreach to new schools, teachers and parent-teacher associations.

Qualifications

- College degree in museum or arts education, historic preservation or a related field and demonstrated interest in architecture, design and preservation.
- Knowledge of New York City history and architecture.
- Experience in classroom teaching for a variety of ages and grade levels.
- Experience in curriculum development for a variety of ages & grade levels preferred.
- Excellent organizational, collaborative, and communication skills (written and oral).
- Proficiency with Microsoft Office programs; web design a plus.
- Bi-Lingual Spanish-speaking a plus.

Compensation

This is a part-time position with a posted rate of \$40/hour through the end of the school semester with potential for a greater full-time position based on performance.

Interested parties please send resume & cover letter to Executive Director Sean Khorsandi at: seankhorsandi@landmarkwest.org