

JOB POSTING

JOB TITLE: Mathematics and Reading Instructor

DIVISION/OFFICE: Personal Development Division

EMPLOYMENT TYPE: Temporary

REPORTS TO: Division Director *(in absence of Division Director will report to Deputy Director)*

BENEFITS: La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401K with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements.

LOCATION: 39 Broadway, Newark, New Jersey 07104

FLSA STATUS: Non-Exempt

SOC CODE: 25-1022

COMPENSATION: \$30.00 per hour

POSITION SUMMARY:

- Under the general direction of the Division Director, the Instructor will teach Math and Reading in a contextualized information technology format to Cyber Bridge Program students by performing the following duties:

RESPONSIBILITY AND DUTIES:

- Provide Reading and Math instruction in a contextualized information technology format with the goal of increasing participants' Test of Adult Basic Education (TABE) scores from an 8.0 - 9.9 to above a 10.0 within a five-week time frame.
- Assist students in preparing for successful transition and completion of Per Scholas' full 12-week training program.
- Work with students to identify if a Per Scholas training is an appropriate career pathway.
- Track student academic progress and provide weekly reporting.
- Manage student behavior, monitor and enforce student class attendance and other program policies in a consistent manner.
- Work in collaboration with Per Scholas Technical Instructor to ensure the integrity of implementing the model.
- Work in collaboration with Per Scholas Social Worker in identifying students' needs and assist the students in obtaining resources.
- Meet programmatic goals and compliance as required by Per Scholas' partners and funders.
- Administer and observes the organization office operations, policies and procedures.
- Volunteerism is encouraged during La Casa's sponsored events.
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of La Casa's program and increase participant numbers.
- Other duties may be assigned to meet business needs.

EDUCATION, EXPERIENCE AND PHYSICAL DEMANDS:

- Bachelor's Degree from a regionally accredited college or university is required with a concentration in Education or Information Technology.
- New Jersey Teaching Certification or NJ Substitute Certification a plus.
- Bi-lingual (Spanish/English) a plus.
- One year of teaching experience in adult education.
- Ability to instruct all core content areas of Math and Reading.
- The ability to develop curriculum and lesson plans.
- Excellent Computer skills in MS office applications (Word, Excel, PowerPoint and Outlook) a must.
- Self-starter and strong willingness to take initiative.
- Excellent organizational, presentation, communication and interpersonal skills.
- Professional business attire is required.
- Required to stand for long periods of time.*

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

SCHEDULE:

- **Monday, Tuesday and Wednesday from 10:00 a.m. – 4:00 p.m.** (Number of sessions:3 / Number of weeks per sessions:5 weeks)

TO APPLY:

Please email your resume with cover letter to wmelendez@lacasanwk.org. Only candidates being considered for an interview will be contacted.

La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

To learn more about our organization, please visit our website: www.lacasanwk.org.

