

JOB POSTING

JOB TITLE: Mathematics and Science Instructor
DIVISION/OFFICE: Personal Development Division
EMPLOYMENT TYPE: Part-time
REPORTS TO: Division Director *(in absence of Division Director will report to Deputy Director)*

LOCATION: 39 Broadway, Newark, New Jersey
FLSA STATUS: Non-Exempt
SOC CODE: 25-3011
COMPENSATION: \$25.00 - \$30.00 *(hourly rate)*

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.

POSITION SUMMARY:

- Under the general direction of the Division Director, the Instructor will teach Math and Science subjects to participants by performing the following duties.

RESPONSIBILITY AND DUTIES:

- Organizes program of practical and technical instruction, including demonstrations of skills required and lectures on theory, techniques and terminology.
- Build lessons and curriculum designed to target individual and group needs. During an instructor's absence, the instructor is responsible for leaving assignments for the students.
- Instructs students in academic subject areas of math and science.
- Responsible for managing differentiated instruction in a multi-level, open-enrollment classroom.
- Plans and supervises work of participants, individually, in small group settings or in the computer lab.
- Takes and monitors attendance and shares concerns regarding absenteeism and tardiness with the Program Case Manager.
- Participates in bi-weekly case conferences.
- Maintain inventory of educational materials.
- Responsible for preparing and submitting programmatic reports as directed.
- Attend meetings as directed.
- Administers 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..
- New Jersey Teaching Certificate a plus.
- Bi-lingual (Spanish/English) a plus.
- Two years of teaching experience in adult education.
- Ability to instruct all core content areas of Adult Basic Education.
- The ability to develop curriculum and lesson plans.
- Experience working with a wide range of populations in a diverse community.
- Excellent Computer skills in MS office applications (Word, Excel and PowerPoint a must).
- Familiar with the College Career Readiness standards and the Common Core Standards a plus.
- 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 - Friday** from 8:30 a.m. – 12:30 p.m.

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.

