



POSITION ANNOUNCEMENT

High School Equivalency (HSE) Instructor

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood Development (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Heating and Energy Assistance Program [LIHEAP], Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks an in-person, temporary High School Equivalency (HSE) Instructor who will support the Career Counselor in assisting with the day-to-day administration and operations of the Community Empowerment Department. To be successful in this role, the HSE Instructor should be passionate about serving adult learners, creatively adaptable, and an effective educator. The HSE Instructor will serve as an integral member of the Community Empowerment Department and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Teach English Language Arts Reading, Writing, Math, Science, and Social Studies to prepare students to take the High School Equivalency exam.
- Design and implement instructive and engaging lesson plans, quizzes, and exams on the selected language.
- Provide effective instruction on and opportunities to practice the language, including vocabulary, pronunciation, and grammar.
- Manage the classroom to provide a safe, productive, and engaging learning environment.
- Administer and observes the organization's office operations, policies, and procedures.
- Other duties may be assigned to meet business needs.

Educational & Experience Requirements:

- Bachelor's Degree in Education or higher and a minimum of two-years teaching in an adult education setting preferred.
- Experience supporting the individual learning needs of students.
- Proficient in Microsoft 365 and/or Google Suite/Classroom.

Physical Requirements:

- May be 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.*

Compensation, Schedule, and Other Information:

- **Employment type:** Temporary
- **FLSA status:** Non-Exempt
- **SOC code:** 25-3010
- **Reports to:** Career Counselor
- **Schedule:** Monday – Thursday; 6:00pm – 9:00pm (in-person)
- **Compensation:** \$35.00 per hour
- **Fringe Benefits:** Employee assistance program, paid sick leave, holiday pay, and 401k Retirement Plan offered upon eligibility with 2% employer match.

COVID-19 Vaccination Requirements

- La Casa de Don Pedro requires vaccination against COVID-19 for all employees. Reasonable Accommodation based on qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with “**HSE Instructor**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.