# Job Description

<table>
<thead>
<tr>
<th>Title:</th>
<th>Math and Science Instructor</th>
<th>Full-Time/ Part-Time:</th>
<th>Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Education and Workforce Development</td>
<td>Hourly/ Salary:</td>
<td>Hourly</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>35 hours per week</td>
<td>Regular/Seasonal/Temporary:</td>
<td>Regular</td>
</tr>
<tr>
<td>Exemption:</td>
<td>N/A</td>
<td>FLSA Classification:</td>
<td>Non Exempt</td>
</tr>
</tbody>
</table>

## Organization Overview:

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

## Position Summary

The Isaacs Center is seeking an experienced, engaging, and results-focused professional to provide 1) focused academic instruction to young adults (16-24 years of age) who are enrolled in Pre-HSE and HSE classes and 2) instructional support to young adults engaged in High School Equivalency and college readiness classes. The Instructor will develop and provide Common Core-aligned instruction in math and science. He/she will work closely with an interdisciplinary team to create learning environments within our Education and Workforce Development Program Model where young adults who have traditionally not found success “in school” will thrive.

## Qualifications:

- Minimum Bachelor’s Degree in Education or related field, MA/MS a plus.
- Minimum 3 years of successful instruction/facilitation.
- Evidenced, successful engagement with an at-risk population.
- Experience with curriculum development, with specific focus on thematic units of study.
- Superior organizational, verbal and written communication skills.
- Experience with and working knowledge of the Test of Adult Basic Education (TABE) the current NYS High School Equivalency Exam (TASC).
- Dynamic, energetic personality.
- Evidenced expertise in Common Core-aligned instruction.

## Primary Duties:

**Literacy Leadership and Instruction**

- Teaching reading, writing, and social studies or math and science to cohorts of 25 participants during 20-week cohorts.
- Develop contextualized curricula. Incorporate current events and discussion. Utilize multi-media formats to present lessons.
- Provide intensive academic supports in the form of individual and small group instruction.
- Coordinate and analyze participant assessments to track progress and refine instructional techniques in order to improve student performance.
- Integrate Employability Skills Framework into daily classroom routine and lessons.

**Participant Support**

- Continuously monitor progress of participants receiving intervention services in order to adjust instructional practice and participant grouping.
- Identify areas for further instructional development of teachers. Plan for and execute professional development.
• Observe classes and individual participants when necessary to help increase awareness and understanding of participants’ learning needs and to help differentiate instruction for participants with different learning styles or specific learning challenges.

General Program
• Serve as an integral member of the Education and Workforce Development Team under the supervision of the Coordinator of Academics.
• Meet routinely with the Coordinator of Academics, the Department of Youth and Community Development personnel and other learning specialists within the division to share information about participants, to discuss program evaluations, to set goals, and to engage in professional development.

The Isaacs Center is an equal opportunity employer. The agency does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Diversity is a fundamental strength of the Isaacs Center.