



The Guidance Center of Westchester
256 Washington Street
Mount Vernon, NY 10553
TheGuidanceCenter.org

PLEASE POST AVAILABLE POSITION

POSITION: Part-Time Spanish High School Equivalency Teacher/Instructor -New Rochelle High School

PROGRAM: HSE-TASC (3700)

HOURS: 12.5 hours per week
(Monday – Friday, 10am-12:30pm)
(School Calendar; September-June)

REQUIREMENTS:

- Bachelor's Degree and minimum 2+ years' experience teaching Adult Basic Education.
- Experienced teachers with good interpersonal skills who enjoy working in diverse cultural settings.
- Must be fluent in Spanish.
- Passionate teachers looking to empower underserved communities through Spanish High School Equivalency.
- Excellent communication, organizational, verbal and written skills.
- Experience with TABE testing
- Knowledge of Common Core Basics.
- Knowledge of the New York State Spanish TASC exam

SKILLS & ABILITIES:

- Excellent oral and written communication skills
- Ability to navigate Community Centered partnership; act as Community-Center liaison
- Ability to develop educational and employment plans with students
- Ability to connect and recruit out of school youth (youth 16-25years old)
- Ability in working effectively with individuals with barriers to employment
- Bilingual (Spanish/English) preferred

JOB DESCRIPTION:

TGCW's Center for College & Careers seeks a Part-Time Spanish High School Equivalency Teacher to teach 5 subjects (Math, Reading, Writing, Social Studies and Science) to young adult students in the High School Alternative Education Program, and prepare eligible high school students for the Spanish TASC exam. This position requires a very creative and dedicated instructor particularly experienced with teaching young adults. We have immediate opening for the school year, starting in September.

Responsibilities:

- Manage a classroom of up to 15-20 young adults (high schoolers) between the ages of 17-21.
- Help students prepare for the Spanish TASC exam and improve their literacy level.
- Develop and deliver daily lesson plans/curriculum and educational activities for students in Spanish HSE programming based on the common core basic practices.
- Monitor students' educational progress and liaise with staff members provide feedback and establish education plans.
- Administer assessments tests and track results.
- Take and document student attendance for each session.
- Demonstrate ability to perform multiple tasks effectively in a fast-paced environment.
- Proficient in Microsoft Office.
- Provide tutoring services to students (when necessary)

SALARY: TBD based on experience

SEND RESUMES TO:

Daniel Bonnet, Deputy Executive Director

Center for College & Careers

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