



EMPLOYMENT ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: High School Equivalency (HSE) Teacher (Spanish)

Department: Adult Education

Reports to: Director of Adult Education

Hours: Part-time, evenings or Saturdays

Position Summary:

The Spanish High School Equivalency Teacher is a part-time position that includes teaching Academics and Test Taking Skills to adults in preparation to take the HSE Exam. The Spanish HSE Teacher will implement one class on Saturday from 9:00am-4:00pm, with one hour of prep time per week, and the evening instructor will teach 6:15-9:15 pm with one hour of prep time per week.

Responsibilities:

- Teach High School Equivalency in English class.
- Collaborate with teaching staff regarding lesson plans, etc.
- Assist with student registration.
- Record students' daily attendance and maintain minimum student attendance as outlined by contracting agency or funder. Provide attendance sheets to appropriate office designee.
- Complete student in-take forms and submit them to appropriate office designee.
- Administer TABE and TASC Readiness Exam for students in each class.
- Maintain communication with Adult Education Program Director about class activities and progress.
- Submit student attendance, in-take forms, and testing information to Office Manager by established deadlines.
- Additional duties as assigned by supervisor.

Minimum Qualifications:

- Bachelor's Degree in Education or related field.
- At minimum two years' experience teaching HSE and/or GED to adult populations.
- Bilingual (English/Spanish).
- Experience working with urban adults and immigrants.
- Punctuality, thoroughness, and excellent follow up.
- Excellent communication, organizational, verbal, and written skills.

- Good computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.

To Apply:

Please send cover letter, resume, salary requirements, and references to:

hr@unionsettlement.org.

Please indicate HSE Teacher in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER