

UNION SETTLEMENT

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: Pre-HSE/TASC Teacher
Department: Youth Services
Reports to: Director of Young Adult Programming
Hours: 25 hours per week

Position Summary:

The Pre-HSE/TASC Teacher will conduct classes Monday through Friday, from 10am to 2pm, with 30 minutes of prep time each day. Students will improve their overall abilities in order to obtain a score of (9.0) nine on the TABE. The morning session will focus on literacy and the afternoon session on math. Class size will range from 12-15 students, ages 16 to 24.

Responsibilities:

- Teach literacy and math, covering all areas including English, history, social studies and current events, basic and essential math grade levels covering the range of 4-9.
- Develop teaching strategies and lesson plans.
- Administer pre-test and post-test TABE scores for all the students in the class, as needed.
- Take daily attendance and maintain student attendance of 15 students at minimum per class.
- Submit student attendance, in-take forms, and testing information to appointed staff on a weekly basis.
- Collaborate with other Young Adult Programming Staff regarding support services needed for students to ensure attendance, participation, and retention in the program.
- Attend mandatory trainings and meetings as scheduled by the Director of Young Adult Programs.
- Additional duties as assigned by the Director of Young Adult Programs.

Qualifications:

- Bachelor's Degree in related field and two years' experience teaching HSE preparation.
- Strong communications skills.
- Demonstrated understanding of the challenges facing youth in an urban setting
- Strong verbal and written skills.
- Strong, demonstrated computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast paced, challenging, and constantly changing environment.

- Bilingual (English/Spanish) preferred.

To Apply:

Please send Cover Letter, Resume, and Salary Requirements to:

jobs@unionsettlement.org.

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

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER