

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

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
Department: Adult Education
Reports to: Director of Adult Education
Hours: Part-time, 7 hours per week
Saturday Teacher – 6 teaching hours, 1 prep & counseling hour/per week

Position Summary:

The 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 Saturday HSE Teacher will implement one class on Saturday from 9am to 3pm, with one hour of prep time per week.

Responsibilities:

- Teach High School Equivalency class.
- Collaborate with teaching staff regarding lesson plans, etc.
- Collaborate with legal provider to provide students with information about DACA eligibility.
- Take daily attendance and maintain minimum student attendance as outlined by contracting agency or funder.
- Complete in-take forms and create a file for each student.
- 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.

Qualifications:

- Bachelor's Degree in Education or related field.
- At minimum two years' experience teaching HSE and/or GED to adult populations.
- Experience working with urban adults and immigrants.
- Excellent interpersonal skills.

- Excellent communication, organizational, verbal, and written skills.
- Excellent 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, and three professional references to:

hr@unionsettlement.org

Please indicate HSE Teacher (Saturday) in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER