

HiSET Instructor

Madison Park Development Corp (MPDC) is seeking qualified, passionate instructors for our High School Equivalency Test (HiSET) program. **Our HiSET classes are offered in four areas: Math, Science, Social Studies and Writing/Reading.** The HiSET program is 12 weeks long, and meets twice a week to assist students with preparation for the HiSET exam. Each HiSET class is held on-site at MPDC for 2.5 hours, for a total of 10 classroom hours per week. **Class times will be scheduled to align with instructors' availability.** Instructors should be familiar with HiSET and/or GED course content in their desired teaching subject(s). MDPC has some instructional materials on file, but prefer instructors capable of creating their own curriculum and actively contributing to materials. Hourly rate: \$35-\$45 per hour, depending on experience.

Essential Duties and Responsibilities:

- Knowledgeable, passionate and skilled in course subjects.
- Ability to pass knowledge onto others.
- Create prep course syllabus and curriculum to promote positive goal-oriented outcomes for students.
- Employ a variety of teaching methods to engage all students.
- Maintain open lines of communication with Opportunity Employment Program team.
- Utilize appropriate assessment techniques to measure student performance in achieving course goals and objectives.
- Commitment to working assigned schedule reliably and punctually.

Job Requirements: Qualifications and Skills:

- Appropriate education and skill in the course subject(s), and required certifications and licenses
- Prior professional experience teaching and/or mentoring youth in a community based setting
- Experience teaching in urban education setting preferred.
- Ability to lead course and/or workshops and perform appropriate classroom management strategies.
- Proficiency in communicating with youth and young adults ages 17-24 from a variety of socio-economic and ethnic backgrounds
- Excellent organizational skills
- Bachelor's degree required; Master's degree preferred.

All candidates must have legal authorization to work in the U.S. for any employer, and employment is contingent on a CORI background check.

Please submit your resume and cover letter to hr@madison-park.org or fax to 617-541-4900.

Visit our website at www.madison-park.org for more information about MPDC.