

HiSET Instructor

Madison Park Development Corp (MPDC) is seeking qualified instructors for our High School Equivalency Test (HiSET) program. HiSET Instructors will be responsible for providing instruction and contributing to curriculum development in language arts, math, science, and other required content for youth and young adult. Instructors should be familiar with HiSET and/or GED course content in their desired teaching subject(s). Hourly rate: \$35-\$40 per hour, depending on experience.

Essential Duties and Responsibilities:

- Knowledgeable, passionate and skilled in course subjects.
- Ability to transfer 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 different 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 or fax to 617-541-4900.

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