

Jewish Renaissance Foundation

Job Description

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| <u>Title:</u> | Bilingual Academic Instructor |
| <u>Status:</u> | Temporary/Hourly |
| <u>Department:</u> | Educational Services/ |
| <u>Program:</u> | Alternative Education Institute (AEI) |
| <u>Location:</u> | Perth Amboy, NJ |
| <u>Schedule:</u> | Saturdays Only |
| <u>Reports To:</u> | Program Manager |
| <u>Rate:</u> | \$20 - \$25/hour |

Who We Are:

Established in 1996, the Jewish Renaissance Foundation (JRF) is a nonprofit organization that currently serves more than 6,000 people in Middlesex County each year providing support services in the areas of Community Development and Training, Youth and Family Services, Employment Training, Education and Childcare, and Healthcare Services.

If you are seeking a position within an organization whose vision is to overcome poverty and hopelessness by providing individuals, children and families, with essential health, human services, community development and youth programs regardless of culture, faith, and economic status then consider a position with the Jewish Renaissance Foundation.

Job Summary:

The Alternative Education Institute (AEI) is an out-of-school program designed to assist at-risk youth and young adults aged 16-25 in Middlesex County to obtain their NJ State GED/HiSET/TASC. Based on current community needs, there has been a growing increase to provide these same services to adults 25 and over. The responsibility of the Bilingual Academic Instructor for the Alternative Education Institute (AEI), is to teach basic skills in English and Spanish to students at varied academic levels. Working within the learning and vocational framework of the AEI program, this individual directly delivers educational information in the areas of reading, writing, critical thinking, language arts, science, math, and history for the sole purpose of preparing young people to successfully pass the GED/HiSET/TASC. It is important for this candidate to have a strong commitment to the enrichment of others through leadership and empowerment, and the ability to work sensitively and effectively with all ages. This position reports directly to the Program Manager.

Responsibilities:

- Teach basic skills to students in English and Spanish at varied academic levels.
- Directly deliver educational information in the areas of reading, writing, critical thinking, language arts, science, math, and history for the sole purpose of preparing people to successfully pass the GED/HiSET/TASC in English and Spanish.
- Conduct baseline and ongoing assessments to monitor progress and review results with the students.
- Instruct students individually or in groups using creative teaching methods.
- Provide regular and prompt feedback to students regarding their academic progress.
- Assign and grade classwork and homework.
- Review instructional content, methods and student evaluations to assess strengths and weaknesses, and to develop recommendations for course revision, development or elimination.
- Responsible for collecting, tracking and reporting program-related data at the direction of immediate supervisor and management.
- Assist in the development of opportunities for participants and help set career goals.

- Establish and maintain an organized and supportive classroom environment where students actively participate and show respect for teacher and one another.
- Attend all mandatory staff meetings, team building initiatives, staff development activities, committee meetings, and any other mandatory agency-wide meetings, if applicable.
- Report any and all student/classroom issues to Program Manager.

Qualifications:

- Bachelor's degree in education or related field with at least 4 years of teaching experience.
- Substitute-teaching certificate required; teaching certification preferred.
- Ability to speak, read, and write in English and Spanish required.
- At least 2 year's teaching experience associated with basic skills and GED/HiSET/TASC preparation preferred.
- Experience working with at-risk youth and young adults who are disconnected or have a myriad of challenges preferred.
- Must have the ability to work in an enthusiastic and encouraging way with individuals of all ages whose first language is Spanish, have not completed high school and/or are involved with the criminal justice system.
- Must have experience or interest in training and guiding young people and a strong commitment to helping young people succeed in an innovative training program to reorient their lives and promote leadership.
- Excellent oral and verbal communication skills are needed as well as the ability to create and maintain successful collaborative relationships with students
- Well organized and able to respond quickly and effectively to emergency circumstances
- Proficient knowledge of computer systems and applications such as Microsoft Office products, specifically Word, PowerPoint, Excel, Access, and Outlook.
- Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, religious, ethnic and professional backgrounds

**If you are interested in this position, please send your resume to: jobs@jrfnj.org
Attention: Wilnelya Bosques, Director of Human Resources**



**Jewish
Renaissance
Foundation**

"One People, One Heart"

To learn more about our who we are, visit <http://www.jrfnj.org>
