



ESTABLISHED IN 1968

INQUILINOS BORICUAS EN ACCIÓN, INC

PROGRAM: Pathway Technology Campus

POSITION: GED Learning Specialist/Tutor (Part-time/ 8 hours per week)

DEADLINE: RESUME AND COVER LETTER MUST BE RECEIVED NO LATER THAN February 26, 2010

OUR HISTORY: Pathway Technology Campus (PTC) is a program of Inquilinos Boricuas en Acción (IBA) in partnership with Bunker Hill Community College (BHCC) providing educational and workforce development opportunities to residents of Villa Victoria and nearby housing developments in the South End and Lower Roxbury. IBA is a dynamic community building agency in the South End dedicated to increasing the social and economic power of individuals and families through education, economic development, technology and arts programming that builds safe, vibrant and culturally diverse affordable housing communities.

Through sites in the South End and Lower Roxbury, PTC provides residents an opportunity to take adult education, college-level classes and workforce certificate programs while offering academic support services, job readiness training, tutoring, childcare and case management needed to demystify college and the workforce in order to open a pathway to economic self-sufficiency. IBA seeks a dynamic individual with demonstrated tutoring skills to assume the leading role of **GED Learning Specialist/Tutor** at both PTC sites.

Job Summary

The GED Learning Specialist/Tutor will maintain the following objectives:

- Assists students at both sites in understanding and completing self-paced course work.
- Assists in development and revision of the course curricula in collaboration with the GED Instructor at our Lower Roxbury site.
- Performs program support and administrative tasks as directed by the GED Instructor at Lower Roxbury site.
- Meets on a weekly basis with PTC Case Manager, Project Manager and GED Instructor prior to class to review student progress and/or any issues that may arise in the program.
- Develops and maintains notes regarding evaluation of student progress.

As a GED Learning Specialist/Tutor you will be responsible for providing a supportive educational environment for PTC students by working in collaboration with the GED Instructor in preparing students to successfully pass the reading, English/writing, mathematics, science, and social studies subject tests of the GED Exam using individualized, self-paced tutoring. The GED Learning Specialist/Tutor will be responsible for group or one-on-one tutoring, and developing course curricula and instructional materials in collaboration with the GED Instructor. This position will be located in our Lower Roxbury site at the YMCA Central Branch on Huntington Avenue and may require some hours to be worked at the South End site at IBA.

Qualifications

- Associate's degree in Education, Mathematics, English Literature, or closely related field preferred.
- Two years experience tutoring or teaching mathematics, reading, english/writing, science and social studies in an urban setting required; Two years experience tutoring for or teaching a GED preparatory course in an urban setting preferred.
- Knowledge and experience working with low-income, ethnically diverse communities required.
- Good moral character, mature judgment and a strong sense of responsibility and dedication.
- Highly positive and enthusiastic style capable of motivating others.

Please send or email your cover letter and resume to:

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