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| Job Title      | HSE Connect Tutor              |
| PVN ID         | BM-2001-003468                 |
| Category       | Instruction and Social Service |
| Location       | BOROUGH OF MANHATTAN C. C.     |
| Department     | MEOC                           |
| Status         | Part Time                      |
| Hourly Rate    | \$16.63-\$16.63                |
| Hour(s) a Week | 0.00                           |
| Closing Date   | Sep 30, 2021 (Or Until Filled) |

## General Description

The HSE Connect initiative will create a seamless pathway to postsecondary education for New York City based, justice system involved adult learners who need their high school equivalency (HSE) diploma through a partnership between the Prisoner Reentry Institute (PRI) of John Jay College of Criminal Justice and the Manhattan Educational Opportunity Center. This initiative seeks to serve justice system-involved adults leaving the Rikers Island Jail complex, New York State correctional facilities, and those connected to community based organizations, who lack a high school diploma or HSE credential.

**The HSE Connect initiative seeks tutors in all subjects (Reading, Writing, Science, Social Studies, and Math) of the NYS High School Equivalency Exam, the Test Assessing Secondary Completion (TASC) for approximately 15 hours per week in the afternoon and/or early evening hours.**

### HSE Connect Tutors will:

- Be knowledgeable of the TASC and HSE Attainment in New York State.
- Have subject matter expertise in at least one area from the subjects: Reading, Writing, Math, Science and Social Studies
- Have experience tutoring adults seeking their high school equivalency and/or individuals with justice system involvement
- Be attentive to individual student needs while able to work individually or in small groups
- Conduct one-on-one and/or small-group tutorials.
- Assess student needs.
- Employ curriculum materials in response to student needs, and create handouts, prompts, and assignments as needed.
- Adapt to changing student needs, requests, opportunities, and challenges.
- Motivate students to take advantage of tutoring services and other academic supports.
- Keeps records, take attendance, enter attendance into a data system, distribute forms, and collect forms.
- Maintain confidentiality of student records, as appropriate.

This HSE Connect position is located at the Manhattan Educational Opportunity Center, at 163 West 125th Street, New York, NY. This is a grant funded position with support from the NYC Office of Economic Opportunity. Continued employment in this position is contingent upon ongoing funding. This position provides tutoring of the HSE Connect initiative including, but not limited to the duties listed below.

## Other Duties

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## Qualifications

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The ideal candidate will have the following core competencies and qualifications.

### **Qualifications:**

- A minimum of 64 college credits required.
- Ability to communicate effectively individually and with groups, orally and in writing.
- Substantial knowledge of a particular subject specific matter.
- Computer proficiency.
- Able to work in the afternoon and/or evenings

### **Preferred Qualifications:**

- Prior tutoring and/or teaching experience is preferred; two-year's recent experience tutoring towards the TASC highly preferred.
- A minimum of an Associate degree
- Background in adult education, HSE Attainment, college access, serving a justice involved population and Spanish fluency preferred

Please state what TASC Subject(s) you are able to tutor in as a part of your application submission. This position is for the Spring 2020 semester from January to June 2020. Up to 5 tutoring positions are available for approximately 15 hours a week for approximately 17 weeks. Hourly rate depends on number of college credits if no degree earned and/or college degree earned. The starting rate is \$15.39.