

Job Title	HSE Connect Tutor (Science, Reading, and Writing)
PVN ID	BM-2309-005833
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	MEOC
Status	Part Time
Hourly Rate	\$20.00-\$20.00
Hour(s) a Week	9.00-15.00
Closing Date	Jan 27, 2024 (Or Until Filled)

General Description

The **HSE Connect** initiative creates 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 a partnership between the John Jay College Institute for Justice and Opportunity and the Manhattan Educational Opportunity Center. This initiative seeks to serve justice system-involved adults, who lack a high school diploma or its equivalent.

The HSE Connect initiative seeks tutors in Science and Reasoning through Language Arts (Reading/Writing) for the New York State High School Equivalency Exam, the GED®, in the afternoon and/or early evening hours (generally speaking between 12pm and 5pm Monday - Thursday).

HSE Connect Tutors will:

- Be knowledgeable of HSE Attainment in New York State including the approved exam by the New York State Education Department (NYSED)
- Have subject matter expertise in the appropriate subject area (tutors in Reading, Writing, and Science are needed at this time)
- Have experience tutoring adults seeking their high school equivalency and/or individuals impacted by the criminal legal system
- Be attentive to individual student needs while able to work individually or in small groups
- Conduct one-on-one and/or small-group tutorials remotely or in-person
- Assess student needs
- Employ curriculum materials in response to student needs, and create handouts or share electronic resources, 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 position may require some in-person and some remote hours on a weekly basis. 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 above.

Other Duties

Qualifications

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 High School Equivalency exams is highly preferred
- A minimum of an Associate degree
- Background in adult education, HSE Attainment, college access, serving a justice impacted population are preferred

Please state what HSE subject(s) you are able to tutor in as a part of your application submission. At this time, we are looking for Science, Reading/Writing Tutors ONLY. This position is for the 2023-2024 Academic Year.