

Job Title	Math Specialists (PT and FT Positions)
PVN ID	LA-1606-001208
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Pre-College Academic Programming
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	10.00-35.00
Closing Date	Dec 07, 2016 (Or Until Filled)

General Description

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The Pre-College Academic Programming Department (www.laguardia.edu/pcap) is seeking College Prep Math Instructors, both part-time during the summer and full-time during the school year, to teach morning and evening sections of our math courses for HSE students preparing for college. PCAP's mission is to support low income adults and out-of-school youth as they apply to college, matriculate, and persist through their first year at LaGuardia Community College.

Part-Time Math Instructors

(for Full-Time please scroll further down)

Our part-time Math Specialist will be responsible for teaching our summer morning and/or evening College Prep Math courses. Designed to help HSE students place out of remedial math courses on the CUNY CAT exam, this course is an important in students' preparation for matriculation. The part-time Summer Math Instructor will be responsible not only for teaching pre-college math students using an innovative and interactive contextualized curriculum, but will also monitor student progress during the course.

Part-Time Duties

Work will include a variety of instructional and assessment duties including the following:

- Deliver instruction to pre-college students for up to 10 hours per week
- Provide support services for students experiencing mathematics difficulties
- Evaluate students for strengths and weaknesses in mathematics, particularly as they related to the CAT exam
- Provide appropriate instructional interventions for identified students
- Meet with the course coordinator to update her on student progress.

- Other related duties as assigned

Full-Time Math Specialist

Our full-time Math Specialist is responsible for designing and delivering comprehensive high school equivalency, college readiness and first year math curricula to HSE, pre-college, and first year math students. The Math will develop innovative and interactive contextualized curricula, design authentic assessments, deliver interactive instruction, monitor student progress, and provide professional development for best practices in mathematics instruction. The person in this position also provides mathematics staff development, evaluates students to determine mathematics strengths and weaknesses, and plans and implements additional support services in mathematics as needed.

Full-Time Duties

Work will include a variety of instructional, administrative and staff development duties including the following:

- Deliver instruction to high school equivalency, pre-college and first year college students for up to 21 hours per week
- Design high school equivalency preparation and college prep math curricula
- Design and implement math readiness and support component of the Back on Track (BOT) program including course and tutorial schedule
- Provide support services for students experiencing mathematics difficulties
- Evaluate students for strengths and weaknesses in mathematics
- Provide appropriate instructional interventions for identified students
- Plan, demonstrate, co-teach, and coach with classroom teachers
- Meet with program teams to assist in implementation of mathematics curriculum
- Serve as a resource for professional materials and instructional strategies/materials
- Design and present campus based staff development sessions for instructional staff
- Assist teachers and program staff identifying program weaknesses in mathematics
- Participate in position-related professional development
- Establish program benchmarks in collaboration with program coordinator
- Implement data collection, entry, and reporting procedures for all mathematics related initiatives in PCAP programs and the BOT program
- Other related duties as assigned

Other Duties

Qualifications

Part-Time Position Qualifications

- Bachelor's Degree Required. Master's degree in mathematics, secondary mathematics, education, adult education or related field preferred.
- Minimum 3 years teaching experience in adult education, secondary or postsecondary education classrooms
- Familiarity with the CAT Math Exam
- Strong conceptual understanding across mathematics, including, but not limited to: mathematical thinking, arithmetic, college algebra, geometry and statistics
- Demonstrated understanding and use of inquiry-based and constructivist pedagogies
- Demonstrated use of interdisciplinary approach to math instruction, including, problem centering, contextualizing and other strategies
- A minimum of two years' experience and demonstrated skill in improving students' mathematic skills and reasoning
- Experience working as a member of a project team or department that includes, but is not limited to: teachers, faculty, support professionals and administrators
- A commitment to supporting college readiness & success for underserved students; an understanding of college access and transition issues
- Ability and skill to motivate and lead non-traditional learners to persist and thrive in new collegiate and academic environment
- Experience working with a diverse adult or out-of-school youth student population, preferably in a higher education setting.

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- Minimum 3 years teaching experience in adult education, secondary or postsecondary education classrooms
- Strong conceptual understanding across mathematics, including, but not limited to: mathematical thinking, arithmetic, college algebra, geometry and statistics
- Demonstrated understanding and use of inquiry-based and constructivist pedagogies
- Demonstrated use of interdisciplinary approach to math instruction, including, problem centering, contextualizing and other strategies
- Familiarity with College and Career Readiness Standards & Standards for Mathematical Practice, The Carnegie Foundation's Statway and Quantway models and TASC and Compass Assessments
- A minimum of two years' experience and demonstrated skill in improving students' mathematic skills and reasoning
- Experience working as a member of a project team or department that includes, but is not limited to: teachers, faculty, support professionals and administrators
- A commitment to supporting college readiness & success for underserved students; an understanding of college access and transition issues
- Ability and skill to motivate and lead non-traditional learners to persist and thrive in new collegiate and academic environment
- Experience working with a diverse adult or out-of-school youth student population, preferably in a higher education setting.
- Some evening and weekend work may be required. Part-time positions include generoud paid planning

and professional development time.

To apply, submit a resume, cover letter and a sample of a recent lesson or unit plan designed to develop students' mathematics skills. Applicants should upload the cover letter and work sample as one attachment. Please indicate if you are interested in part-time, full-time or both in your cover letter.