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| <b>Job Title</b>      | HSE Math Instructor            |
| <b>PVN ID</b>         | NY-2504-006781                 |
| <b>Category</b>       | Instruction and Social Service |
| <b>Location</b>       | NYC COLLEGE OF TECHNOLOGY      |
| <b>Department</b>     | Continuing Education           |
| <b>Status</b>         | Part Time                      |
| <b>Hourly Rate</b>    | \$50.00-\$55.00                |
| <b>Hour(s) a Week</b> | 6.00-12.00                     |
| <b>Closing Date</b>   | Jun 02, 2025 (Or Until Filled) |

## General Description

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The Adult Learning Center has an immediate opening for an HSE math instructor during its April-June spring cycle. Instruction will be provided in-person at City Tech in Downtown Brooklyn.

Under the supervision of the Program Coordinator and Assistant Director of Education Programs, the instructor will prepare students to take the New York State math High School Equivalency test.

Daytime or evening weekday schedules are available. Continuation of teaching assignment beyond June is contingent on renewed funding.

## Other Duties

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- Develop appropriate math lessons to prepare student for the NYS GED math exam
- Create a student-centered, engaging learning environment, as required by CUNY
- Evaluate student progress and provide feedback
- Administer the student TABE test as mandated by the New York State Education Department for placement and to measure gain
- Maintain attendance records and work collaboratively with the case manager and office staff to promote student engagement and address individual needs
- Participate in relevant professional development activities
- Other duties as assigned

## Qualifications

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- BA or BS in education or related field

- Minimum two years related math teaching experience, preferably in a grant-funded adult literacy program
- Experience creating level appropriate math curricula
- Available for professional development training
- Proficient in the use of technology
- Excellent interpersonal skills and ability to work as part of a team