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<b>Job Title</b>	Dr. Derrick Griffith CUNY Preparatory School ELA Instructor
<b>PVN ID</b>	VA-2512-007129
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY Prep
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$52,500.00 - \$55,500.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 02, 2026 (Or Until Filled)

## General Description

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The Dr. Derrick Griffith CUNY Preparatory School is looking for an educator to teach classes in English Language Arts. Candidates should be competent in lesson facilitation for both in-person and online/distance learning environments.

The Dr. Derrick Griffith CUNY Prep School was founded in 2003 and is located in the Bronx. CUNY Prep's mission is to develop lifelong learners who have the academic, personal and social skills necessary for higher education. The school serves students ages 16-19 who have left traditional high schools and helps them to obtain their High School Equivalency Diploma by passing the GED Exam. CUNY Prep also supports students' success as they move on through college. We want our graduates to have access to a greater range of opportunities and become active participants in community and civic affairs.

As members of the CUNY Prep full-time faculty, teachers must be extremely committed and passionate about working with urban youth. They must be highly motivated, self-directed, flexible, reliable, and open to learning new ways of thinking about their practice. CUNY Prep teachers are active participants in creating an engaging, dynamic, and highly effective climate for teaching and learning within the disciplines of English Language Arts, Math, Social Studies, and Science. Teachers collaborate with colleagues, students, and parents, to develop and support all aspects of the college preparatory program. In addition to academics, teachers are responsible for actively contributing to ongoing civic and social events throughout the year.

## Other Duties

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- Facilitate classroom instruction using clear and defined learning objectives
- Evaluate and assess student learning and progress towards meeting learning objectives
- Utilize multimedia and instructional technologies to maximize student engagement and learning success
- Utilize the school's learning management system to deliver synchronous and asynchronous online educational content

- Contribute to program and curriculum design and implementation
- Actively participate in planning and support for students transitioning to college
- Actively participate in school-wide programs/activities and academic content area planning, implementation, and evaluation
- Actively participate in staff development activities
- Actively contribute to and participate in student extracurricular activities
- Other duties as assigned

## Qualifications

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- Bachelor's degree in a related instructional field(s) or in education
- 2-3 years' experience in education in urban high school learning environments
- Demonstrated expertise in classroom instruction
- Excellent writing and communication skills
- Strong computer proficiency using standard office and education software programs, in particular Google Classroom, MS Office 365, Zoom and Drop Box
- Ability to respond effectively to feedback and adjust teaching strategies and materials in order to motivate students and to respond to student needs
- Ability to listen and respond effectively to student concerns and interests
- Ability to manage the classroom environment, including in off-site locations
- Appreciation and support of the diversity and varying learning styles of high school students

### PREFERRED

- Graduate degree in a related instructional field(s) or in education
- Experience and knowledge in developing new and adapted lessons and curricula to meet student needs, including developing content for digital platforms
- Ability to utilize web-based technology when appropriate for responding to student questions, providing coaching, teaching online, etc