



YOUTHBUILD PROGRAM INSTRUCTOR

Adult Literacy/GED Instructor Language Arts/Social Studies Instructor

Job Description

- **Salary:** *Negotiable*
- **Type of Work:** *Contractual*
- **Work Hours:** *20 hrs per week*
- **Program Operational Time:** *Monday thru Friday, 8:00 a.m. to 4:00 p.m.*
- **Number of Positions:** *(2)-St. Thomas/St. John District (1) Position and St. Croix District (1) Position*

Purpose

This position involves conducting adult educational assessment, testing and instruction; completion of related documentation and reports; maintaining on-going student contact; maintaining student retention activities; and participation in staff and professional development activities.

Responsibilities

1. Teach assigned subject/topic areas to include Language Arts and Social Studies, and other topics as deemed necessary for young adults ages 16-24. Prepare participants for Pre-GED and GED exams.
2. Conduct student assessment through the administration of the TABE test. Conducts educational goal setting to 100% of assigned students.
3. Develop individualized learning contract and lessons plans for each trainee, and assess trainee's academic progress by reviewing and updating plans regularly.
4. Provides instruction that produces educational improvements for all assigned students as measured by student pre/post educational testing.
5. Prepares and submits 100% of student related forms (weekly, bi-weekly, and/or monthly student evaluations). Provide weekly reports on the progress of the participants.
6. Enforce YouthBuild attendance policies and procedures consistently and conducts any and all activities necessary to encourage retention.
7. Attend and participate in staff meetings and trainings.
8. Attend case management meetings as required.
9. Coordinate development and implementation trainee's individual plans with other YouthBuild staff.



10. Develops and submits 100% of learning documentation and progress forms (lesson plans, student portfolios homework or testing results and other learning documentation) for 100% of students' assigned in accordance with directed timeline requirements.
11. Maintain up-to-date files according to program requirements.
12. Other related duties as assigned to assure programmatic operation and goals are met.

Qualifications

1. Minimum of three (3) years college in education, Bachelors or Master's Degree in Education is preferred.
2. Three years experience in teaching basic skills and GED preparation to young adults of varying literacy levels.
3. Excellent oral and writing communication skills.
4. Strong commitment to helping young people succeed in an innovative training program to reorient their lives, nurture their leadership skills, and enable them to make a difference in their community.
5. A respect for the ideas and intelligence of young adults.
6. Excellent interpersonal skills, including the ability to team teach and work as part of a team.

How to Apply

Interested and qualified individuals must submit a cover letter stating interest, resume, police record as well as three (3) letters of recommendations in a sealed envelope to:

**Marilyn Miller
Procurement Manager
Procurement Department
Virgin Islands Housing Authority
P.O. Box 7668
St. Thomas, V. I. 00801**

These vacancies will remain open until filled.

If additional information is required, please contact Ms. Carla Joseph, Section 3/YouthBuild Program Manager at (340) 714-2102 or (340) 626-5553.