Community Learning Center (CLC) is a top performing nonprofit adult literacy organization that has been empowering low-income adults in Philadelphia since 1987. Services are delivered through two sites, one located in North Philadelphia and the other in West Philadelphia. The mission of CLC is to empower adults to develop literacy, math, and life skills using a supportive and holistic approach, so that they can realize their fullest potential at home, in the workplace, and in the community. CLC provides free classes and support services to adults seeking to change their lives through literacy. Students are provided the opportunity to learn the skills they need to obtain a high school equivalency certificate, go to college, enter job training programs and obtain sustainable employment.

Position Description

CLC is looking for part-time Adult Education Teachers to develop, adapt and deliver instruction that is aligned to the College and Career Readiness Standards and prepares individuals for success in their careers. Reporting to the Director of Education, the Adult Education Teachers will help students improve their academic skills in math, reading, science and/or social studies, prepare to pass one or more HSE subject tests, and advance to postsecondary education and/or employment.

Responsibilities

Instruction

1. Instruct students in science/math or social studies/reasoning through language arts (RLA) at various educational functioning levels (EFL)
2. Integrate technology and supplemental activities into classroom time
3. Prepare progress report for all students after post-testing
4. Conduct one-on-one progress meetings with students to discuss learner progress and plan next steps
5. Call students who miss class to foster retention

Data and Other Records

1. Maintain accurate and timely attendance and other records, e.g., daily attendance sign-ins, weekly attendance entry in e-data, reporting of core and secondary goals
2. Maintain complete and accurate student folders in locked files on-site

Professional Development and Staff Meetings

1. Engage in job-embedded professional development to improve student outcomes
2. Attend required assessment training and refresher courses
3. Actively participate in staff, program and team meetings
Qualifications

1. Bachelor’s degree and at least one year classroom teaching experience required
2. Major in science, math or history preferred
3. Experience in adult or alternative education preferred
4. Knowledge of College and Career Readiness Standards, and standards-based lesson planning
5. Experience with Excel, e-Data, or other data management systems
6. Demonstrated ability to support the use of a variety of technology in the classroom, such as IXL and KET Fast Forward.

Qualities

1. Friendly, positive attitude
2. Excellent interpersonal, communication, and teamwork skills
3. Flexibility and resourcefulness
4. Ability to work well with diverse populations and develop positive relationships with students, colleagues, and staff
5. Ability to work autonomously
6. Ability to travel to various locations
7. Sense of humor a plus

Compensation:

Competitive pay rate. Part-time employees are not eligible for health insurance benefits but are eligible for other benefits, including paid sick time.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To apply, please email resume, cover letter and at least two references to:

Ms. Dawn Hannah
Director of Education and Student Support
employment@communitylearningcenter.org

Cover letter should specify your desired subject assignment(s): RLA, social studies, science and/or math, and preferred EFL.