

## **Lead YouthBuild Instructor**

**Summary:** The Instructor will be responsible for instruction in basic skills reading, writing and math to prepare the students for the high school equivalency exam. The classroom instruction will prepare the students for the different components of the exam leading to successfully complete the final exam. The instructor will use various strategies to disseminate the needed information utilizing the traditional curriculum, online means, and assessment tools to determine grade level increase.

### **Essential Duties and Responsibilities:**

- Ability to relate, lead and provide classroom instruction to youth 16-24.
- Ability to work as an effective team member is essential.
- Develop creative curriculum strategies for advancement toward a high school equivalency
- Conducting assessment to determine skill levels and competencies of participants utilizing approved documents such but not limited to TABE and Pre-GED
- Utilizes the computer lab on competency based instruction, portfolio management and mastery in educational goals and transition activities.
- Updates case management records, appropriate documentation (employment plan/case notes) and enters data in appropriate systems(s)
- Attend weekly case management meetings providing observations of a participant's strengths and weaknesses and input in individualized plans for improvement
- Assist in participant follow up activities including portfolio updates, job placement and post-secondary exploration
- Participate in leadership and community service activities
- Other duties as assigned

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education/Experience**

Bachelor's Degree (B.A.) from four year college or university, Two or more years of experience teaching all subjects, preferably including knowledge of and experience with the revised GED

### **Certificates and Licenses**

Certified in the State of Texas.

### **Specialized Skills**

Strong organizational skills and efficient approach to work. Ability to work collaboratively with diverse groups. The ability to use tact and courtesy when dealing with others.

If you are interested in applying for this position please forward a copy of your resume to [ksaldana@cdcb.org](mailto:ksaldana@cdcb.org) . Salary will be commensurate with experience. Comprehensive benefit package. Applications will be accepted until position is filled. CDCB is an equal Opportunity Employer.