



National Latino Education Institute

2011 West Pershing Road

Chicago, Illinois 60609

www.nlei.org

POSITION TITLE: Mathematics/STEM Instructor, Workforce Training

JOB DESCRIPTION: Responsible for the delivery of both in-person classroom instruction and online learning to adult participants. The main subject area is Mathematics with a combination of one or more subject areas of Science, Technology, Engineering and Mathematics (STEM).

MATH SUBJECT RANGE: Math instruction includes but is not limited to: Remedial Math, Basic Mathematical Functions (fractions/decimals/ percentages, problem solving, use of ratio and proportion, algebra, geometry), Intermediate Math (square roots, exponents, linear equations, and scientific notation) and introductory Physics in a contextualized learning environment. Trainees are introduced to metric, apothecary, and household systems of measurement.

DUTIES/RESPONSIBILITIES:

1. Believes in and supports the mission of NLEI.
2. Employ a student-centered approach with ongoing demonstrated interest in education and learning, with respect and concern for participants.
3. Covers all material in depth and scope as described in the course or project syllabi.
4. Provides lesson plans for each class in advance.
5. Begins class at the designated time and provides a full period of instruction for scheduled class time.
6. Devotes one full hour to preparation time for every five hours taught.
7. Utilizes a variety of teaching styles to meet the different learning styles of students.
8. Attends instructor and training meetings. Participates in In-Services, Workshops and any other forums as needed.
9. Provides feedback on curricula, test outcomes, student progress, and other instruction-related topics.
10. Available for regular classroom observations and course/student surveys; collaboratively reviews results of the classroom observations and course/student surveys.
11. Equitably allocates time for individual students as needed to assist with progress in class and addresses any problems, which may hamper successful program completion.
12. Provides individual and group guidance to students as needed; maintains up-to-date information that addresses students' progress and/or obstacles; reports existing conditions and situations regarding all students as needed.
13. Records student attendance keeps accurate attendance rosters daily and verifies student attendance and tardiness as needed; reports significant attendance issues.
14. Actively engages in student retention activities. Identifies new educational approaches for discussion and implementation.
15. Administers and grades examinations and schoolwork for each competency taught; Submits all graded student work within the specified period.
16. Maintains progress reports for each student during each course taught and submits timely electronic Grade Reports.
17. All grades are to be submitted according to the NLEI Grade Policy. Able to communicate grade calculations to students.
18. Keeps current with subject areas. Participates in professional development plans and opportunities.
19. Responsible for the custody, care, and safekeeping of school property and follows procedures on expendable supplies; limits use of technology, (i.e., computers, printers, etc.).
20. Supports the maintenance of organizational policies, rules, and regulations as they relate to students, trainees, classroom, and the overall learning environment.

QUALIFICATIONS:

- At least a baccalaureate degree, preferably in the assigned teaching field. If a degree is not in an assigned teaching field must possess at least two years of related verifiable work experience or vocational certification in the assigned teaching field.
- Excellent interpersonal, classroom management, writing and communication skills.
- Must be able to utilize *Microsoft Office Suite* at an intermediate level.
- Able to obtain official transcript for claimed degrees.
- Knowledge of employment and training programs preferred.
- Meet the Illinois Board of Higher Education requirements.

TO APPLY: Send Resume to Resumes@nlei.org

E/O/E