



HIGH SCHOOL EQUIVALENCY INSTRUCTOR

Mile High Youth Corps helps youth make a difference in themselves and in their communities through meaningful service opportunities and educational experiences.

Position Overview: Join a growing and thriving organization. [Mile High Youth Corps \(MHYC\)](#) is adding a High School Equivalency (HSE) Instructor to its YouthBuild team. [Youthbuild](#) champions 18-24 year-old opportunity youth who aspire to improve their lives and communities by building the skills and resources necessary to reach their full potential. Ideal candidates will be accomplished and creative educators inspired to provide dynamic and engaging group and one-on-one instruction that will prepare students to successfully earn their GED or HiSET diplomas. The HSE Instructor works closely with other YouthBuild instructional and program staff at MHYC's Denver headquarters to integrate learning across all program areas, including vocational pathways in [healthcare](#) and [construction](#). This position is partially funded by AmeriCorps, and works directly with Corpsmembers (CMs) enrolled in an AmeriCorps program.

Reports to: Associate Director: YouthBuild

Hours & Compensation

This is a part-time contract position averaging 10-20 hours/week scheduled Mondays thru Thursdays during the 10:00 a.m. to 2:00 p.m. block. The hourly pay rate is \$24-\$27/hour dependent on experience. Position is open until filled and is scheduled to end on or around August 3, 2023 (possibility of extension contingent on funding). Benefits are not provided.

Areas of Responsibility

- Promote and maintain a positive learning environment
- Teach multiple HSE subject areas including math, language arts, social studies and science to young adults aged 18-24 in alignment with curriculum standards
- Provide differentiated group and one-on-one instruction to young adults across a wide range of academic achievement levels necessary for them to achieve successful HSE program completion
- Collaborate with other YouthBuild instructional staff to:
 - Design and modify HSE classroom curriculum; prepare monthly and weekly lesson plans
 - Utilize CM data to develop individualized learning plans, monitor academic progress and develop a cycle for individual CM feedback
 - Assist with preparation and coordination of standardized test-taking including TABE, HiSET, and GED
 - Assist with training and supervision of volunteer tutors
- Collaborate with instructional/program and supportive services staff to integrate curriculum across YouthBuild program components including vocational training, career readiness training, post-secondary education preparation, and leadership development
- Communicate student progress with YouthBuild instructional/program and supportive services staff
- Enforce MHYC's code of conduct, corrective action and progressive discipline policies; follow program procedures outlined in the Employee Handbook and in alignment with YouthBuild program and funding guidelines
- Maintain detailed records including, classroom activities logs, trainings, skills learned, daily attendance, and test scores
- Attend and participate in YouthBuild team meetings and MHYC staff meetings and professional development



Mile High Youth Corps is committed to hiring candidates with unique backgrounds and perspectives. If you are interested in this position but are concerned that you do not meet all of the requirements or possess all of the necessary skills, or that prior convictions or your background might disqualify you, we encourage you to submit an application anyway.

Qualifications

Education:

Bachelor's degree in education or related field. Colorado State teaching license and/or Adult Basic Education Authorization.

Experience:

- Minimum one year of classroom instruction experience
- Experience working with young adults 16-25 years old
- Adult Basic Education (ABE)/Adult Secondary Education (ASE) experience (preferred)

Requirements:

- Commitment to advancing MHYC's strategic diversity, equity and inclusion goals
- Belief in and strong support of Mile High Youth Corps' mission, vision, and values
- Ability to formulate lesson plans and provide effective ABE/ASE instruction
- Spanish:English proficiency (preferred)
- Must be eligible to legally work in the United States, which will be confirmed using the Federal E-Verify system
- Ability to pass a pre-employment background check including FBI Background Check which includes fingerprinting
- This position has recurring access to vulnerable populations

To Apply:

Candidates are asked to provide a resume including pertinent personal and/or professional experience. ***In the absence of specific work-related experience, applicants are encouraged to describe personal experience that pertains to position requirements in a cover letter.*** Send resume and cover letter to: staffjobs@mhyc.net (include "High School Equivalency Instructor" in the email subject line). If you have questions about the position, please email: staffjobs@mhyc.net.

Mile High Youth Corps is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, military or veteran status, physical or mental disability, marital status, or national origin. Every effort shall be made to grant reasonable accommodation for qualified people with disabilities to participate in this AmeriCorps program.

More information can be found at www.milehighyouthcorps.org