



## HIGH SCHOOL EQUIVALENCY LEAD TEACHER

*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) offers a leading compensation package including generous paid time off; comprehensive insurance coverage including health, dental, vision and life; 403b retirement with 3% match; mental health and wellness support; professional development; hybrid work options.

The High School Equivalency (HSE) Lead Teacher is responsible for managing HSE programming and activities, and providing culturally relevant and competency-based instruction for young adults enrolled in [Mile High Youth Corps'](#) YouthBuild program. [YouthBuild](#) (YB) 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 General Education Development Test (GED) or High School Equivalency Test (HiSET) diplomas. The HSE Lead Teacher manages a small instructional team consisting of a part-time instructor and volunteer tutors, and works collaboratively with other YB 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 fulltime exempt position with a starting pay rate of \$55,000-\$60,000/year dependent on experience. Paid- time-off accrual begins immediately upon hire. Medical, dental, vision and life benefits are available on the 1st of the month after working 60 days. Position is open until filled

### **Areas of Responsibility**

#### **Instruction**

- Promote and maintain a positive learning environment
- Prepare HSE subject area (math, language arts, etc.) outlines, objectives and materials in alignment with curriculum and state standards
- Present subject matter to CMs using various teaching modalities and methods; align teaching style to meet individual CM learning needs by providing differentiated and culturally relevant group and one-on-one instruction to young adults across a wide range of academic achievement levels.
- Facilitate learning so that CMs develop competence and confidence in all areas of HSE programming
- Lead and collaborate with other YB instructional staff and volunteers to:
  - Design and implement HSE classroom curriculum and utilize instructional methods in alignment with YouthBuild USA program standards
  - Prepare monthly and weekly instructional plans
  - Utilize CM data to develop individualized learning plans, monitor academic progress and develop a cycle for individual CM feedback
- Observe, evaluate, report and record individual CM academic, behavior and social development progress



### HSE Program Management

- Communicate and collaborate with other YB program staff to ensure HSE, vocational training, post-secondary education readiness and youth development programming is effectively coordinated to support CM success
- Supervise and manage hiring, scheduling and training of volunteer tutors and part-time instructional staff (i.e. paraprofessional or assistant teacher)
- Prepare for and coordinate standardized assessment and test-taking including Test of Adult Basic Education (TABE), HiSET, and GED
- Maintain detailed records including, classroom activities logs, trainings, skills learned, daily attendance, and test scores
- Attend and participate in YB team meetings and MHYC staff meetings and professional development
- Enforce MHYC's code of conduct, corrective action and progressive discipline policies; follow program procedures outlined in the Employee Handbook and in alignment with YB program and funding guidelines

### Organization Support:

- Support the advancement of MHYS's strategic diversity, equity and inclusion (DEI) goals
- Assist Associate Director with annual budget creation, allocate and track expenditures for HSE program activities
- Assist MHYC staff by providing relevant HSE program information for reporting, fundraising, marketing and communications
- Promote agency mission in all activities
- Attend and participate in staff and community meetings, retreats and community-based events
- Other duties as assigned

*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 developing and teaching culturally relevant, competency and project-based curriculum
- Experience working with young adults 16-25 years old
- Adult Basic Education (ABE)/Adult Secondary Education (ASE) experience (preferred)

#### Requirements:

- Desire to further Mile High Youth Corps' mission, vision and values
- Commitment to advancing MHYC's strategic diversity, equity and inclusion goals
- Ability to formulate lesson plans and provide effective ABE/ASE instruction
- Ability to legally work in the United States, which will be verified through the federal E-verify system



- Pre-service background check required, which includes fingerprinting
- Spanish:English proficiency (preferred)

**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](mailto: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](mailto: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](http://www.milehighyouthcorps.org)**