

Specialized High School Admissions Test (SHSAT) Prep Workshop Instructors Needed for Spring 2022 Program Offerings

The City College of New York STEM Institute is currently hiring knowledgeable, reliable, and Bilingual preferred **Math and ELA Specialized High School Admissions Test (SHSAT) Instructors** and tutors to work with a group of 6th & 7th graders for Hybrid/ Remote classes on Saturdays & Summer term during 2022.

Cohort 1: 60 Students – Grade 6th (Seeking to hire 2 Instructors one in Math one ELA)

Saturdays 10:00AM – 1:00PM

January 15, 2022 – June 4, 2022

- Classes held remotely, However Instructors must be available for in person instruction once or twice per month.

Cohort 2: 60 Students – Grade 7th (Seeking to hire 2 Instructors one Math one ELA)

March 5, 2022 – June 4, 2022 - Saturdays 11:00AM – 2:00PM

July 5th – August 19, 2022 - Mondays – Fridays 10:00AM – 12:00PM

September 17th – October 29th, 2022, or 2022 EXAM DATE.

- Classes held remotely, However Instructors must be available for in person instruction once or twice per month.

Job Type:

- Math or English Instructors
- Hourly Pay for Instructors: \$51.53 per hour
- Hourly Pay for tutors/ teaching Assistants: \$20 per hour
- Flexible Weekend and After-School Schedules
- Fixed Year-Round After-School and Saturday opportunities for strong candidates

Instructor Role Responsibilities:

- Instruct students in private settings or in a group setting
- Manage Groups of 60 students with the aid of a teaching assistant
- Create own SHSAT lessons/materials/ activities
- Keep detailed records of each student's tutoring sessions using Student Progress Records and/or relevant forms.
- Track and analyze student progress and monitor when new evaluations should be administered.
- Attend Teacher Team Meetings when announced.
- Work closely with the admin team to meet students' academic goals.
- Deliver detailed progress reports to parents. Share relevant information on how the child is progressing in the class, what skills they are improving on, and what needs

more work.

- Keeps classroom(s)/ or online rosters clean and organized.

Qualifications:

- Bachelor's degree in Math or English Literacy for Instructors
- Expertise in standardized exam prep instruction for Middle School Students
- Proficient in Google Suite
- Proficient in Virtual conferencing tools such as Zoom or Google Meets

About us:

The STEM Institute is a challenging academic enrichment program designed to encourage middle school, and high school students, especially Hispanic and female students, in grades 6-12 to pursue careers in the STEAM field.

Students participate in academic intensive programs of college-level courses in the Physical Sciences, Mathematics, English, and Engineering Design.

LEARN MORE ABOUT OUR PROGRAM OFFERINGS AT: <https://steminstitutenyc.org/>

**Interested Candidates please submit your Resume and Cover letter to the Program Administrator Ms. Taveras at jtaveras@ccny.cuny.edu

APPLY BEFORE DEC 1, 2021

Selected applicants will be invited to a job interview December 8,2021 – December 22,2021.