

Online Saturday Program

The City College of New York STEM Institute is currently hiring knowledgeable, reliable, and Bilingual preferred **PSAT Math, SAT Math, General Chemistry, Game Design, Fundamentals of Algebra & Financial Management** Instructors, and tutors to work with students in grades 9-12 for Hybrid & fully Remote classes during **Saturdays 9:00 AM – 12:00PM** and **10:00AM -1:00PM (for in-Person Classes at George Washington Educational Campus)**.

Program Runs January 15th – June 4, 2022

Job Type:

- Hourly Pay for Instructors: \$51.53 per hour
- Hourly Pay for tutors/ teaching Assistants: \$20 per hour
- Flexible Saturday Schedules – 5 hrs Per week compensation
- 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 lessons/materials/ activities for instructed subject
- 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 required for Instructors
- Tutors / TA's can be strong college students seeking for part time positions
- Expertise in standardized exam prep instruction for Middle School Students
- Proficient in Google Suite & Google Classrooms
- 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 careersatstem@gmail.com

APPLY BEFORE DEC 1, 2021

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