

Department: Massachusetts Migrant Education Program
Title: Instructor
FLSA Status: Non-Exempt
Reports to: Migrant Education Program Director

Purpose: Provide effective teaching and learning to migratory students in small group and individual settings. Adjust instructional strategies and design to best fit the students unique needs and provide supplementary activities to support individual student learning.

Essential Functions:

- Effective teaching and learning of the assigned subject(s) following the approved curriculum, instruction and assessment practices (district and/or program)
- Create and maintain a positive learning environment that includes active student participation and attention to each students' learning style
- Create, communicate and maintain classroom management practices that include student safety and effectively support students in the learning process

Additional Responsibilities:

- Communicate with supervisor and, when applicable, team members to discuss progress and resolve any issues or concerns that arise
- Timely and effective communication with student/caregiver and Migrant Education Program staff
- Record and maintain accurate records, including attendance, progress and assessments
- Observe and respond appropriately to the needs and challenges of assigned students and promptly engage appropriate Migrant Program staff when a student may be at risk or in danger due to such issues as bullying, sexual harassment/misconduct, depression, lack of basic resources (clothing, food, care) or academic failure.
- Attend all meetings and trainings

Minimum Qualifications:

- Working knowledge of assessing student needs, preparation of lesson plans, use of curriculum materials and evaluation instruments, and functioning effectively under the guidance of an instructional supervisor
- Demonstrated ability in academic subject areas to provide basic skills instruction, working with individual or small groups of students, maintenance of academic records, supplies and materials
- One (1) year of experience in an educational program, including the general supervision of children in structured activities designed to achieve instructional objectives via remediation and instruction
- Must have a reliable vehicle or reliable transportation (shared ride, public transportation) available to travel to assigned tutoring sites

Preferred Qualifications:

- Certification from the Massachusetts Department of Elementary and Secondary Education, Massachusetts Department of Early Education and Care, a reciprocating state or TESOL (for English Instruction only)
- Masters of Education



- Bilingual ability in English and Spanish or English and Portuguese
- Experience working with English language learners, SLIFE students and non-traditional students
- Able to develop creative and multiple approaches that assist students to advance in academic and social emotional growth
- Communication skills in developing rapport with students to maintain a warm and supportive atmosphere

Physical Demands:

- Able to travel to designated work locations
- Ability to multi-task and respond to demanding job duties with a positive mindset.
- Must be able to enter, exit, and move through and between classrooms and/or other locations throughout the day. At some locations this will mean moving between floors.
- Must be able to communicate and converse effectively in real time with youth and adults from multiple backgrounds and cultures.
- Requires the ability to effectively handle job stress in the performance of duties.
- Position requires the ability to operate a computer keyboard and other office equipment.
- Ability to provide teaching and learning through Google Classroom, Meet, and/or Zoom as well as other blended learning tools and software technologies

Work Conditions:

- Requires working a flexible schedule which may include evenings, to accommodate student/caregiver schedule
- Skilled at working independently and collaboratively
- Ability to handle interruptions and maintain productivity.
- Ability to work with diverse personalities.
- Employees expected to follow CES Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards.
- Requires travel and meeting students in the community and following current COVID prevention practices.
- Required annual training.

Terms of Employment:

- Part-time; 2-15 hours a week
- Weekly hours are dependent on the number of students and assignments

CES is an equal opportunity employer. We welcome candidates from all cultural, ethnic and racial backgrounds. Candidates whose backgrounds are well suited to understanding and addressing the needs of the diverse student populations we serve are encouraged to apply.



DOCUMENT HISTORY		
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