

JOB DESCRIPTION YOUTH BUILD ACADEMIC INSTRUCTOR

- 1. LIFT Community Action Agency, Inc.**
- 2. Program: Youth Build**
- 3. Reports To: Program Director**
- 4. Title: Youth Build Academic Instructor**
- 5. Grade: Five**
- 6. Date: July 2024**
- 7. Approved By: Rebecca Porter, Executive Director**
- 8. Status: Non-Exempt**



JOB SUMMARY:

The Youth Build Academic Instructor is responsible for education young people in the program in a dynamic, multi-level classroom setting. The Academic Instructor must have the ability to team teach, work as part of a collaborative team, and relate sensitively to a diverse group of young people. Focus includes helping young people to transform their lives, nurture their leadership skills and enable them to make a difference in their community. The Youth Build staff members must have a deep respect for the ideas and intelligence of young adults.

DUTIES AND RESPONSIBILITIES:

1. Assist Youth Build participants ages 16 – 24 as they learn basic skills (reading, writing, and math, etc.) while completing their high school education through Penn Foster Online High School.
2. Modify the curriculum and materials as required to match the learning styles and modalities of the program.
3. Proactively assist participants in occupational and/or postsecondary research, opportunities, and placement.
4. Coordinate, develop, and adapt a vocational oriented curriculum in cooperation and collaboration with the staff team that complies with each student's progress with Penn Foster.
5. Provide supportive guidance and encourage the development of academic, life management, and personal growth skills.
6. Teach basic skills to participants at varied academic levels integrating the subject areas of math, science, social studies, reading, language arts, writing and construction skills.
7. Work alongside the Job Developer to integrate curriculum between components including vocational and life skills, as well as leadership development.
8. Provide quality instruction to participants in all areas of the Penn Foster curriculum.
9. Use Youth Build USA's Program Standards, curriculum, and other materials to support the classroom component and the program.

10. Adapt and modify curriculum and develop additional learning materials according to the individual needs of the participants and the program requirements.
11. Assist in the development of new curriculum and incorporate innovative learning programs into the existing curriculum.
12. Employ a variety of materials, techniques and technology to help learners acquire significant workplace skills such as critical thinking, problem solving, and working as a member of a team.
13. Use strategies and techniques that address various learning styles and modalities
14. Administer standardized test preparation, pre-testing and coordination of testing using the TABE platform accordingly.
15. Administer and score all required pre and post assessments using prescribed testing materials.
16. Utilize a variety of assessments to identify basic skill proficiencies and deficiencies.
17. Maintain up-to-date testing and outcome reports TABE testing.
18. Develop learning contracts/individualized lesson plans for each trainee, and to assess academic progress by reviewing and updating plans regularly.
19. Develop and regularly update individualized learning plans for each Youth Build participant in accordance with individual learning styles and skill levels
20. Participate in special projects or field trips as required.
21. Maintain a safe, positive learning environment through modeling, speaking, and good work habits
22. Promote positive student leadership and incorporate civic engagement, leadership, career and other life skills-related activities into daily instruction
23. Integrate use of technology across disciplines
24. Implement attendance policies and procedures consistently alongside the Case Manager.
25. Attend required meetings and provide observations of participant's strengths and challenges or barriers to success
26. Communicate participant progress or concerns to case managers and program Director and participate in regular team meetings.
27. Solicit, screen, and orient volunteer tutors from the community who are willing to make a weekly commitment
28. Assist in transportation of participants.
29. Participate in intake interviews with prospective trainees as necessary.
30. Demonstrate patience, flexibility and sensitivity to the educational concerns, attitudes towards learning, and needs of Youth Build participants.
31. Maintain a clean, organized and professional learning environment.
32. Participate in professional / personal development opportunities to enhance teaching strategies and methods
33. Contribute to program reports as needed
34. Perform other duties as assigned

SUPERVISORY RELATIONSHIP:

The Youth Build Academic Instructor reports directly to the Youth Build Program Director and exercises no supervision over other employees.

QUALIFICATIONS:

- Minimum of two years' experience teaching basic skills to high school students, young adults, or adults.

- Minimum of five (5) years of experience working with young adults/youth
- Knowledge of grants/how grant programs work.
- Experience in teaching individuals with a wide variety of skill levels and learning styles
- Experience in creative curriculum planning and development
- Excellent oral and written communication skills
- Possess basic computer skills (MS Word, Excel, Power Point, Outlook, internet) and be able to use in classroom instruction
- Ability to work as part of a team
- A valid driver's license and a clean driving record
- Occasional travel expected
- Must have deep respect for the ideas and intelligence of young adults.
- Passion and strong commitment to teaching and working with young people of diverse cultural, socioeconomic, and educational backgrounds to succeed in an innovative training program, to transform their lives, develop leadership skills, and make a difference in their community.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productive machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds or more.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

LIFT Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either

with or without reasonable accommodation. As an equal opportunity provider and employer, LCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is Non-Exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)