

job posting

Position Title:	Academic Services Instructor (7 openings)	Department:	Program Services
Salary:	\$15.00 per hour	Scheduled Hours:	Temporary Position September 13, 2010 – June 3, 2011 Monday-Thursday 1:00-6:00

Position Summary:

Implement the YWCA St. Paul academic enrichment programming through instruction of small group tutoring sessions. Provide individualized tutoring services to youth grades K-8 focusing on literacy and math skills. Manage program activity.

Position Responsibilities:

1. Provide academic enrichment services to youth attending St. Paul Public Schools through instruction of small groups in the areas of literacy and math. Follow curriculum and service plan to provide academic enrichment services in line with the best practices by St. Paul Public Schools and the YWCA St. Paul.
2. Assist with conducting initial assessment for each participant in order to determine ability level at which each participant is performing and services needed. Assist with the development of an individualized success plan for each participant.
3. Maintain efficient, confidential and organized documentation of services provided on a daily basis.
4. Assist Academic Services Manager in continual review of services offered in order to ensure programming is in line with best practices. Suggest changes and improvement to programming in order to better serve participants.
5. Implement and enforce behavior management techniques consistent with YWCA St. Paul policy. Lead youth in developing safe and appropriate ways to interact and express their feelings.
6. Be knowledgeable of and carry out appropriate health and safety procedures for the protection of youth and staff in the program: administer first aid, properly document all incidents and follow accident prevention policies to ensure that youth are not unduly exposed to preventable injuries.
7. Communicate with parents/guardians in a friendly and informative manner regarding youth's needs, progress and accomplishments.
8. Assist in supervision of volunteer tutors. Delegate responsibilities, utilizing tutors appropriately. Inform tutors of policies and expectations.
9. Provide transportation to YWCA St. Paul from participant's schools, and provide transportation to their homes following programming.
10. Attend appropriate trainings specific to literacy and math as well as health and safety. Maintain current certification of CPR/AED and First Aid.
11. Attend staff meetings as appropriate.
12. Assist in maintaining and providing housekeeping responsibilities within each classroom.
13. Additional duties as assigned.

Qualifications:

Education: Bachelor's degree or equivalent degree in education or related disciplines required.

Work Experience : 3+ years of experience in an educational setting. Experience working with elementary aged youth is highly desired. Experience in a non-profit setting focusing on creating opportunities for women's growth, leadership and empowerment, and elimination of racism or related mission is highly desired.

Certification and Licensure:

- Red Cross First Aid (required)
- Red Cross CPR/AED (required)
- MN Teacher's License (preferred)

Other Requirements:

- Preference will be given to bi-lingual speakers (preferably Karen, Hmong and/or Spanish)
- Dealing with confidential information
- Tight deadlines
- Work activities of a seasonal/cyclical nature
- Interruptions to work flow
- Work subject to precise measures of quality and quantity
- Concentrated attention over an extended period of time (e.g. 4 plus hours per day)
- Valid Driver's License and proof of insurance
- Agree to mandated child reporting guidelines

The YWCA St. Paul offers competitive salary and benefits for eligible positions. The YWCA is an Affirmative Action/Equal Opportunity Employer.

To apply, send letter of interest, resume, and salary requirements to:

Human Resources, YWCA St. Paul fax: (651) 222-6307
375 Selby Avenue email: hr@ywcaofstpaul.org
St. Paul, MN 55102 phone: (651) 222-3741

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