



WORCESTER COMMUNITY ACTION COUNCIL, INC.
The Antipoverty Agency for Central Massachusetts
484 Main Street, 2nd Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810
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HiSet Instructor, Project Excel, Part Time (25 Hours)

Worcester Community Action Council, Inc. is seeking a qualified professional for a part time position in our Job and Education Center to coordinate the Project Excel program.

Project Excel is a High School Equivalency Test (HiSET) preparation program for young people between the ages of 16 and 25 who have not completed a traditional high school program of studies. Academic classes utilize an English curriculum which concentrates on grammar and essay writing skills, while the math curriculum includes word problems, basic math, decimals, proportions, algebra, and geometry. Participants will also review issues relating to the world of work through computer trainings, classroom readings, discussions, and writing. All students prepare resumes, cover letters, and review techniques for job searching.

Qualifications:

- Bachelor's degree required; degree in Education preferred. Massachusetts Teaching License preferred.
- Experience teaching academics to economically disadvantaged youth and at-risk youth.
- Strong written and oral communication skills.
- Good interpersonal and organizational skills.
- Must work cooperatively and effectively with a diverse population.
- Ability to maintain confidential information.
- Excellent computer skills and working knowledge of Microsoft Office.

Duties and Responsibilities:

- Conduct recruitment, intake, assessment and selection of students.
- Prepare course outlines and lesson plans. Consider individual differences in choosing teaching techniques and methods of presentation that will be most effective.
- Coordinate and arrange for workshops (work readiness, health awareness, and life skills) and field trips to expand the students' horizons.
- Integrate work readiness and computer skills into the curriculum.
- Evaluate students' work on an on-going basis.
- Facilitate the transition of students into other education or training programs as needed.
- Collaborate with JEC Job Developer to assist students to obtain employment.
- Make referrals for wrap-around services when appropriate.
- Write Project Excel grant in collaboration with the Director of the JEC and Asset Development Programs and Director of Planning. Prepare all required reports for the program's funding source.
- Act as liaison with funding source for data requests, reports and program information. Maintain a database for tracking purposes.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608 or via email to hr@wcac.net. AA/EOE. **Resumes must be received by August 18, 2017.**