



## PORTLAND YOUTHBUILDERS

### JOB ANNOUNCEMENT LANGUAGE ARTS TEACHER

#### PORTLAND YOUTHBUILDERS

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Portland YouthBuilders (PYB) is an alternative high school and job-training program with the mission to support low-income young adults, ages 17-24, who are committed to changing their lives to become self-sufficient, contributing members of the workforce and their community. At PYB, students complete high school with a GED or diploma and develop marketable employment skills by learning to build affordable housing from the ground up or learning to refurbish computers and develop websites for non-profits.

PYB is deeply committed to continuously working to make our organization a more equitable and just place for both students and staff. As it is written in our [equity statement](#): *At PYB, we believe that communities are strengthened when diversity is honored. We believe we have a responsibility to interrupt and confront inequity. At PYB, we commit to continuously reflect and challenge the ways in which we, as a community, and as individuals, perpetuate inequity. It is not only vital to our students' success but essential to our purpose.*

#### POSITION SUMMARY

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Develop curriculum and provide instruction for language arts classes. Focus on all areas of language arts to support multiple levels of reading and writing with a goal of developing critical thinking and analytical writing skills. The language arts classes are designed to accelerate the literacy skills of students at all levels and prepare them for the GED and postsecondary education.

We are seeking someone who is committed to our mission and equity statement and who is inspired by working with young people from diverse backgrounds who are transforming their lives through learning and service. The teacher will work closely with students' counselors and career coaches to support students as they develop the knowledge, skills and habits necessary for success in postsecondary education and training.

***People of color are encouraged to apply.***

#### COMPENSATION & BENEFITS

Reports to:	Education Manager
Position Starts:	Immediately
Compensation:	\$44,000-\$49,000 for full time work- prorated for part-time
Employment Status:	Regular, Exempt
Benefits:	Seven weeks paid vacation per year- prorated in first year based on length of service (4 weeks, typically in July, 2 weeks in December, and 1 week in March); most state recognized holidays paid, plus 1 personal day per month; \$650 per month contribution to cafeteria plan for health care benefits and/or retirement savings; Life & Long-Term Disability insurance; dynamic environment with great team of students and staff.

## AREAS OF RESPONSIBILITY

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The duties for this position include, but are not limited to the following:

### Teaching

- Design assignments and projects to support and advance students toward high school completion and postsecondary readiness
- Effectively develop and differentiate curriculum for a range of learners
- Routinely use formal and informal assessments to plan for and evaluate student achievement and provide students with specific feedback on their progress
- Utilize variety of methods of instruction; emphasize real world relevance through curriculum that is connected to students' lives
- Build relationships with students; create a classroom learning environment that supports students who may have anxieties with writing and academics in general
- Provide effective classroom management using a culturally responsive and strengths-based approach
- Confer with students and students' Advocate regarding academic progress
- Routinely and innovatively use technology for teaching and learning
- Collaborate with other teachers around curriculum development and instruction

### Advocacy and Case Management

- Participate in cross-departmental Case Management teams with a focus on high school completion and a student's transition after PYB into postsecondary education and training
- Design individualized academic support plans and individualized schedules for students
- Participate in development and review of IEPs for Special Education students
- Assist students with short and long term planning for their future
- Maintain student records and fulfill all responsibilities as a Case Management team member
- Write case notes and keep Case Management team members informed about important student conversations, academic plans, goals, and achievements

### General

- Collaborate with colleagues—be open, honest, collaborative, energetic, innovative, and flexible
- Attend staff meetings and department meetings and all-staff professional development
- Participate in outreach activities in the community and represent PYB at outside events
- Execute delegated responsibilities as identified by Education Manager

## QUALIFYING KNOWLEDGE, SKILLS, AND EXPERIENCE

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### **Required:**

- Experience working with low-income and underserved communities
- Bachelor's degree

### **Additional credentials (not required):**

- Masters of Teaching; Oregon Teaching Certification in language arts or 3 years experience teaching language arts
- Connected to Portland organizations serving communities of color
- Additional certifications: ESL, Special Ed, etc.

### **Specific job skills**

- Substantial knowledge in language arts
- Culturally responsive practice; willing to engage, to challenge, and to be challenged in conversations about race and equity
- Ability to develop one-on-one relationships with students from diverse backgrounds

- Effective and creative problem prevention and problem solving skills
- Ability to maintain confidentiality of sensitive information
- Clear written and verbal communication skills
- Strong knowledge of the GED and the Common Core standards
- Self-starter and takes initiative
- Open to learning and receiving feedback
- Willing to try new approaches, make mistakes, accept responsibility, and learn from these experiences
- Ability to improvise and work through uncertainties

## APPLICATION INSTRUCTIONS

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Thank you for your interest in joining the staff at Portland YouthBuilders. We offer a unique selection process designed to give you multiple opportunities to demonstrate your skills and abilities. The length and rigor of our process reflects our commitment to high-quality, relationship-based instruction and to preparing our students for success in postsecondary education and training.

Our selection process entails:

- 1. Application**
  - Cover letter
  - Resume
- 2. Interview** - You will be asked to meet with our hiring team for a semi-structured interview. You are encouraged to ask us any questions about the position and PYB at this time.
- 3. Teaching observation and school tour** - We would like to observe you teaching with our students. After you teach, you will be given time to reflect on the lesson that you taught with the hiring team.

Please email your application (cover letter and resume) to Jessica Burbach, Education Manager at [jessica.burbach@pybpd.org](mailto:jessica.burbach@pybpd.org). **We will be reviewing applications as they come in until the position is filled.** Please send your cover letter and resume as attachments (Word or PDF).

*Portland YouthBuilders' mission connects us to people and communities across Portland. We are proud to be an equal opportunity employer and do not discriminate on the basis of race, color, sex, sexual orientation, age, religion, creed, marital status, national origin, political affiliation, disability, veteran status, or any other classifications applicable by law. Portland YouthBuilders is committed to the diversity of our people, programs and services. The organization acts affirmatively in the employment and advancement of qualified people of color. Auxiliary aids and services are available upon request to individuals with disabilities. TTY1-800-735-2900*

*PYB employees and volunteers must successfully complete a criminal background and drug test check prior to work. Portland YouthBuilders is a Drug Free Workplace and adheres to the requirements of the Drug Free Workplace Act. Portland YouthBuilders' students and staff are subject to random drug tests.*

- *This project was funded in part (25%) by a grant awarded under the YouthBuild Initiative in the amount of \$1,100,000 as implemented by the U.S. Department of Labor's Employment and Training Administration.*
- *This program financed in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor, the City of Portland, and the Department of Housing and Urban Development.*
- *PYB is an AmeriCorps program and students who are AmeriCorps members are eligible for an education award.*

