



PORTLAND YOUTHBUILDERS

JOB ANNOUNCEMENT Part-time to Full-time Position MATHEMATICS TEACHER

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Portland YouthBuilders (PYB) is a two year 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.

POSITION SUMMARY

This job is being offered as either a part-time or full-time position. The part-time position would involve teaching two math classes and the full-time position would involve teaching the same two math classes and additional administrative and academic support.

Mathematics Teacher: Provide instruction for two math classes designed to support students to build confidence in their math skills and prepare students for the Math GED test. Build relationships with students in order to encourage and support them through the challenges of learning mathematics. The curriculum for these classes focuses on the development of skills in numeracy, fractions, word problems, algebra, and geometry. They are designed to accelerate remediated students and prepare them for the GED and postsecondary education.

Administrative and Academic Support: Provide support in key administrative tasks that help the academic department run smoothly. Tasks include, but are not limited to: administering and organizing school-wide tests, including GED testing, coordinating special education services, data entry, and general support of students where needed.

We are seeking someone who is committed to educational equity and inspired by working with young people from diverse backgrounds who are transforming their lives through learning and service. The teacher will work closely with the Personal Development Services team 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:	\$42,000-\$47,000 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; \$600 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

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 formative and summative assessments to plan for and monitor individual achievement and provide students with specific feedback on their progress.
- Utilize variety of methods of instruction; emphasize real world relevance
- Provide effective classroom management; explicitly teach Habits for Success
- Confer with students and students' Advocate regarding academic progress
- Routinely and innovatively use technology for teaching and learning
- Employ a collegial approach to curriculum development and instruction

Supervision

- Maintain visibility and overall awareness during non-structured time
- Model school-appropriate behavior at all times
- Support students in maintaining socially appropriate types/levels of activity during non-class time (e.g. lunch, hallways, student spaces)

General

- Collaborate with colleagues - be open, collaborative, energetic, innovative
- Attend staff meetings and department meetings and all-staff professional development
- Execute delegated responsibilities as identified by Education Manager

Administrative and Academic Support

- Organize and administer school-wide tests, including GED testing
- Coordinate special education services
- Maintain PYB and school district databases with current academic information about students
- Provide general support to academic teachers in preparing students who are struggling most with passing their GED tests

QUALIFYING KNOWLEDGE, SKILLS, AND EXPERIENCE

Required:

- Experience working with low-income and minority populations
- Bachelor's degree

Preferred:

- Masters of Teaching
- Oregon Teaching Certification in mathematics or 3 years experience teaching mathematics
- Connected professionally to Portland organizations serving communities of color
- Additional certifications: ESL, Special Ed a plus

Specific job skills

- Substantial knowledge in mathematics.
- Culturally competent practice; willing to engage in conversations about race and equity.
- Ability to develop one-on-one relationships with students from diverse backgrounds.

- Effective problem prevention and problem solving skills.
- Ability to maintain confidentiality of sensitive information.
- Strong written and verbal communication skills.
- Strong knowledge of the GED and the Common Core standards.
- Self-starter and independent thinker.
- Capacity to collaborate with colleagues in order to facilitate student success.
- Ability to improvise and work through uncertainties.

APPLICATION INSTRUCTIONS

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, data-driven instruction and preparing our students to go to and through 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 the semi-structured interview. Please browse our website www.pybpdx.org to learn more about our organization in preparation for this interview. You should know about our history and what makes PYB different than traditional public schools. You will also be able to ask us any questions you have at this time.
- 3. Teaching observation and school tour** - We would like to observe you teaching. The sample lesson should allow our team to view an entire lesson cycle from opening to closing. After you teach, you will be given time to reflect upon the lesson that you taught.

Please email your application (cover letter, resume, and essay) to Jessica Burbach, Education Manager at jessica.burbach@pybpdx.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.*

