



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: GED Instructor (Re-Engagement Center)

FLSA Status: 40 hours max-- non-exempt

Department: Youth Service Department

Reports to: Director of Youth Services

Pay Range: \$32.00-36.50 DOE

To Apply: Please send cover letter, application (*found on website*) and resume to lhuizar@elcentrodelaraza.org

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

Covid-19 Vaccination Requirement

This position is subject to the City of Seattle and/or King County requirement(s) for contractors to be fully vaccinated against COVID-19. As a public entity interacting with the general public, all our staff must be vaccinated. Failure to submit proof of vaccination will result in the withdrawal of a job offer.

JOB SUMMARY:

Latino students are pushed out of high school and GED completion programs at a rate higher than that of other ethnic groups. El Centro De La Raza seeks to provide a culturally affirming track toward GED completion centering representative curriculum facilitated by staff who reflect those served and provides pre-apprentice and post-secondary options. Our Re-Engagement Center will implement holistic strategies to ensure completion and place 'jovenes' on a path towards meaningful careers with livable wages.

El Centro De La Raza's Re-engagement Center will outreach and recruit young people ages 18-24 who have not received a high school diploma or completed a GED certification. As the GED Instructor, you will teaching youth enrolled in our GED completion through seminar style lectures. Through review of individualized GED pre-test, you will adapt lesson plans and guide scholars towards concepts that ensure program completion. We are looking for a passionate instructor who will creatively implement learning strategies for scholars. Our scholars need someone who will reinforce the message of 'Echale Ganas,' and above all, someone who believes in their potential.

ESSENTIAL QUALIFICATIONS:

- M.S. and/or B.S. Degree in Teaching, Adult Education and/or Related Field.
- Bilingual Spanish/English both written and oral fluency preferred.
- 2-3 years teaching experience, Adult Education/and or At-Risk Youth a plus.
- Familiarity with Latina/o community and/or diverse communities.
- Must have a Washington State Driver's License, vehicle, and proof of insurability.
- Official transcripts and copies of mandated certifications will be required of the successful candidate.

ESSENTIAL FUNCTIONS:

- Support cohort of 20 scholars in basic reading, writing and math skills.
- Guide scholar through GED completion software; track youth's individual level to develop specific learning plans. Build and maintain rapport with all scholars on the caseload.
- Hold daily seminars to support skill development and enhance GED instruction.
- Attend weekly advisor circles and actively participation in community development.

Community Action Agency • United Way Agency • Affiliate of UnidosUs
2524 16th Ave South Seattle, WA 98144 • P: (206) 957-4605 • F: (206) 329-0786
www.elcentrodelaraza.org • 501c(3) Nonprofit Tax ID: 91-0899927

- Hold open office hours for scholars to ask about progress, tutoring needs or anything else that may come up
- Host monthly expanded learning opportunities.
- Provide quality teaching including related preparation and grading.
- Maintain current knowledge within the appropriate discipline and within the teaching profession.
- Effectively teach and impart excitement and enthusiasm in teaching courses.
- Demonstrate a commitment to teach students with a limited formal education, as well as the experienced student desiring to further their career goals.

SKILLS/TECHNICAL KNOWLEDGE:

- Computer proficiency, including Microsoft Office Suite, Salesforce, Zoom.
- Experience with data tracking—software data management in Salesforce
- Program management experience
- Knowledge of re-engagement strategies

WORKING CONDITIONS:

Hybrid work model, with some hours available via remote platform and some in person depending on programs operation; flexible schedule needed, some hours in the AM and some in the evening. Occasional Saturday (once every six weeks).

El Centro reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.



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El Centro de la Raza offers the following benefits to full-time staff:

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file