



YOUTHBUILD ELGIN ACADEMIC TUTOR

TITLE: YouthBuild Elgin Academic Tutor

LOCATION: Elgin, Illinois

REPORTS TO: YouthBuild Program Director

DATES: Two-year program beginning November 2023

EMPLOYMENT TERMS: Part-Time/28 hours per week/\$20 per hour

PROGRAM SUMMARY:

YouthBuild is a three-year workforce development program funded by the Department of Labor that provides employment, education, leadership development, and training opportunities to disadvantaged and low-income youth between the ages of 16 and 24, most of whom dropped out of high school. The overarching goal of this program is to provide disadvantaged and low-income youth with the opportunity to obtain a high school diploma and construction certifications online, develop employment hard and soft skills and secure local in-demand jobs thus achieving economic self-sufficiency.

PURPOSE

- To teach basic skills (reading, writing, math) and GED preparation, modifying the curriculum and materials as required to meet individual and program needs.
- Coordinate, develop or adapt a vocational-oriented curriculum in cooperation with the site team.

RESPONSIBILITIES:

1. Provide quality instruction to youth participants in all areas of the GED preparation curriculum. This includes basic reading, writing, math and algebra, science, and social studies.
2. Provide remediation skills training to youth who need upgrading literacy and numeracy skills through tutoring.
3. Maintain up-to-date knowledge of the GED certification exam requirements, processes, procedures, and study materials.
4. Administer and score all required pre and post assessments using prescribed testing materials.
5. Ensure that those participants who are basic skills deficient (BSD) increase a minimum of one educational functional level (EFL) in math or reading or both.
6. Maintain up-to-date testing and outcome reports for both CASAS Goals and GED testing.
7. Develop and regularly update individualized learning plans for each youth participant in accordance with individual learning styles and skill levels.
8. In conjunction with other YouthBuild staff, modify curriculum and other learning materials to meet individual needs and program requirements.
9. Provide observations of youth participant's strengths and weaknesses to case managers.
10. Demonstrate patience, flexibility and sensitivity to the educational concerns, attitudes towards learning, and needs of YouthBuild youth participants.
11. Function as part of the site team in integrating basic skills and leadership development in all components of the program.
12. Employ a variety of materials, techniques, and technology to help learners improve important workplace skills such as critical thinking, problem solving and working as a member of a team.
13. Maintain a clean, organized, and professional learning environment.



14. Participate in staff development opportunities to enhance teaching strategies and methods.
15. Participate in special projects as required.
16. All other duties as assigned.

PROGRAM HOURS:

The hours are generally 8:30 am to 3:30 pm, Monday through Friday.

QUALIFICATIONS:

- Bachelor's degree in education or a related field with ability to teach reading, writing, and high school level math preferred.
- Illinois Teacher Certification desirable.
- Minimum of two years' experience teaching basic skills and GED (General Education Development) preparation to high school students, young adults, or adults, with the ability to teach individuals with a wide variety of skill levels and learning styles.
- Familiarity with TABE (Test of Adult Basic Education) and GED standardized assessments.
- Excellent public speaking, listening, writing, and computer skills including Microsoft Office, Internet, and email.
- Proficiency in computer operation for computer-based instruction and a positive attitude about the use of technology.
- Passion for working with young people of diverse cultural, socioeconomic, and educational backgrounds to reorient their lives, develop leadership skills, and make a difference in their community.
- Ability to teach at a multi-level and work as part of a team.
- Ability to pass background check.

The Housing Authority of Elgin (HAE) provides rental subsidies to low- and moderate-income families throughout Kane County. Recently, HAE has been awarded a YouthBuild grant opportunity by the United States Department of Labor to provide educational and occupational skill sets to disadvantaged area youth between the ages of 16-24. HAE seeks to secure the employment of an Academic Tutor as a contracted position to assist with the required teaching and reinforcing skills needed under the education component funding opportunity. This position is required to be procured in accordance with organizational and federal policies and regulations. Candidate(s) will be selected based on meeting the given qualifications. Ideal candidates will possess requisite certification(s) at the time of hire. All interested parties should contact Patricia Williams, YouthBuild Program Director, by email at pwilliams@ybelgin.org for more information.