Teacher and Academic Support Specialist
CAMBRIDGE, MA

Just A Start is a community development corporation dedicated to promoting equity by creating access to stable housing and building pathways to economic opportunity. We build and preserve affordable housing, offer education and workforce training, and provide housing resources and services to low-to moderate-income people in Cambridge and nearby communities.

The Teacher and Academic Support Specialist prepares YouthBuild students to pass the High School Equivalency Test (HiSET) in an engaging way that promotes a path towards a career and higher education. They will monitor student educational progress through one-on-one meetings, classroom observation, and assessments. This position will also manage the tutoring program and ensure that students get the academic support that they need. Another crucial aspect of this role is the ability to work collaboratively across staff teams to identify student needs, promote an enriching and creative STEM curriculum, and supportive strategies for their long-term success.

KEY JOB RESPONSIBILITIES
- Teach Math and Science classes to prepare students (ages 16-24) for the HiSET exam.
- Plan and deliver engaging curriculum and lesson plans in coordination with other program component classes such as life skills, career readiness, construction training (e.g. math), etc.
- Manage tutoring program, coordination of tutor volunteers and connecting them with students in need of assistance, communicating through email and text.
- Maintain up to date records of student progress in Salesforce.
- Provide one-on-one tutoring for students and alumni as needed.
- Ensure safe, respectful learning environment by managing classroom culture and maintaining program expectations.
- Substitute teaching responsibilities for other classes as needed.
- Sign students up for HiSET tests, document and report their scores.
- Keep sensitive files and information in hard copy and digital formats.
- Collaborate with students and staff to determine learning styles, interests, and skills; adjust approach as needed to support individual student success.
- Help students develop communication, career, and life skills in the classroom.
- Assess student competencies and support individual education plans.
- Provide feedback to students including quarterly progress reviews.
- Coordinate and evaluate prospective students through the enrollment interview process.
- Participate in staff meetings, trainings, and other professional development.
- Maintain professional boundaries that align with the program expectations for staff and students.
- Work as part of a dynamic team in cross component program planning and integration.
OTHER DUTIES AS NEEDED.

QUALIFICATIONS

- Bachelor’s degree.
- Two years of tutoring or teaching experience or equivalent.
- Experience teaching STEM subjects.
- Ability to teach additional subjects a plus.
- HiSET experience/knowledge preferred.
- Experience with Special Education and Reading IEPs a plus.
- Love, connection, and passion for working with the youth population.
- Ability to build authentic relationships with youth and young adults, including possessing a sense of humor.
- Experience with youth work, counseling, advocacy, group facilitation, education or support services to youth and young adults a plus.
- Strong understanding of the specialized needs of youth and young adults who may be experiencing challenges related to racism, addiction, trauma, mental health, relationship violence, and/or criminal involvement.
- Ability to observe personal and professional boundaries.
- Strong communication and organizational skills.
- Willingness to develop skills related to the uses of commonly used technology platforms such as Google Suite, Calendly, Box.com, Salesforce, and Zoom.
- Acceptable CORI/SORI.
- Bi-lingual Spanish/English speaker a plus.
- Ability to teach and use basic technology, familiarity with Salesforce a plus.

WORK REQUIREMENTS:

This is a 37.5-hour per week hybrid remote/in-the-office position and is entitled to full employee benefits including health, dental and retirement.

All employees and long-term consultants are required to be fully vaccinated and follow the organization's established protocols regarding COVID.

SALARY AND BENEFITS:

The starting annual salary range is $46,000 – $57,000. In addition to a competitive salary, Just A Start offers a comprehensive benefits package, including medical, dental, life, short-term disability, and long-term disability insurance, 20 Paid Time Off days in the first year, 13 paid holidays, 1 day of volunteer time off, employee assistance program and a 401k savings plan with a 3% employer contribution after 6 months of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: The employee must have sufficient mobility to work in a standard office setting and to use standard office equipment, including a computer, and hearing and speech to communicate in person and over the telephone. Specific vision abilities required include ability to read printed materials and a computer screen, close vision, depth perception, and ability to adjust focus. The employee must be able to occasionally lift and/or move up to 10 pounds.
WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions and classrooms. The noise level in the work environment is moderate and can occasionally be loud.

ABOUT JUST A START:
Just A Start is an Equal Opportunity Employer. Our staff represents a wide range of ages, races, interests, and backgrounds coming together in pursuit of common goals. We value diversity and work together to create an inclusive culture where people from all backgrounds can thrive and belong. Applications from women and people of color are strongly encouraged. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, genetics or any other characteristic protected by law.

Applications require a cover letter and resume.

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