

Math Instructor – Adult Diploma Pathways

Jewish Vocational Service (JVS), a non-profit workforce development organization, is seeking a qualified Math instructor to teach basic and high school math.

Position Summary: Under the direction of the Academic Services Instructional Manager, the JVS Math Instructor develops and modifies contextualized curriculum and daily lesson plans for academic and/or job skill training programs, delivers training to participants, evaluates progress and skill attainment of individual participants on a scheduled basis, tracks outcomes, creates documents for submission to the Instructional Manager, funders or evaluators, and employers, as well as, attends team meetings.

Minimum Qualifications and Experience:

- BS in Education, mathematics or related field
- 2-5 years of teaching adults math adult basic education curriculum
- Strong Windows/Word and Excel skills
- Excellent interpersonal, communication and organizational skills
- Strong written and oral communication skills
- Excellent organizational presentation and facilitation skills
- Ability to deal tactfully and effectively with a diverse group of learners
- Knowledge of adult learning theory
- Ability to work as part of a team as well as independently
- Flexibility and adaptability to program changes a must
- Effective time management skills and ability to manage multiple tasks efficiently and accurately

Key Competencies:

- Instructional planning
- Instructional delivery
- Progress tracking
- Progress reporting
- Student skill attainment
- Promotes Agency
- Initiative
- Building Relationships, Collaboration and Teamwork
- Adapting to Change
- Accountability and Results Focused
- Communication Skills
- Cultural Competency and Respect
- Planning/Organizing

Working Conditions: Regular local travel, evening hours and some weekend availability required.

Please apply through our Careers at JVS page: [JVS Careers](#)

JVS Benefits: All employees who work 20 or more hours at JVS have access to our benefits. Learn more about our great benefits at our Careers page.

Thanks and regards,
-JVS Human Resources Team!