



Part-Time High School Literacy Teacher Aide Empire State After-School Program

About the Hispanic Counseling Center:

The Hispanic Counseling Center (HCC) was established in 1977 by the Nassau County Department of Drug and Alcohol Addiction and the Nassau County Youth Board to provide substance abuse treatment services and services for children and adolescents in response to the county's growing Latino population. Over the intervening years, the agency has grown and expanded, adding programs to respond to the community's most urgent needs.

Empire State After-School Program Overview

This program is designed to help high school students from Hempstead High School and their parents who have recently immigrated to the U.S from Latin America achieve academic success as well as adjust successfully to a new school environment. The students will receive academic support to help them excel in ESL, Literacy, and Math. The parents will receive ESL/Literacy classes to help them be able to speak confidently on their child's behalf within the school system. In addition, both the students and the parents will be able to participate in support groups.

Job Summary:

The **Part-Time High School Literacy Teacher Aide** will assist the lead High School Literacy Teacher in providing instruction and developing lesson plans considering each student's needs to ensure they acquire English language reading and writing skills while incorporating their skills with appropriate content level reading material. The Literacy teacher aide will also assist in providing small group activities, administering pre and post assessments, and tracking each student's progress as well as attendance.

Job Responsibilities and Duties:

- Assist in providing Literacy instruction to HS students in grades 9-12.
- Assist in developing lesson plans and supplementary materials to teach reading and writing skills
- Assist in providing interactive and meaningful learning material to students and maintain a positive learning environment for active participation of students
- Assist in assigning HW assignments and providing a pre and post assessment to measure the student's growth and progress
- Reinforce study and organization skills
- Closely monitor student attendance and remind students to attend class sessions
- Teacher aide will build and maintain positive relationships with children, parents, colleagues, and administrators at the assigned site.
- Ability to substitute teach when lead teacher is absent or sick
- Ability to work well with people from many cultures including recent immigrants, non-English speakers
- Ability to work effectively in a team and take direction from lead High School Literacy teacher and Team Leader

Job Requirements:

- Fluency in English/Spanish Required
- Bachelor's degree in TESOL, ESL, English Language Arts or Bilingual education from an accredited college or university or College Student with student teaching experience in ELA, TESOL, or ESL.
- At least 1 year of teaching high school is preferred
- Possess exceptional classroom management skills
- Satisfactory completion of a background check
- Excellent Oral and Written Communication
- Effective Organizational Skills and Multi-tasking Skills
- Ability to work collaboratively in a team
- Must be able to work independently
- Must have the ability to travel as needed
- Demonstrates key competencies including: initiative, teamwork, and adhere to the highest professional conduct.

Work Schedule:

The position would start in March. The work schedule would be Tuesdays and Thursdays from 3:30pm to 6:30pm at Hempstead High School and Saturdays from 10am to 1pm at the Hispanic Counseling Center. The position is a year round commitment which includes working over the summers.

Hispanic Counseling Center is an Equal Opportunity Employer. Applicants must be presently eligible to work in the United States. Please submit a Cover letter and Resume to:

Blanca Alvayero at Balvayero@hispaniccounseling.org or Fax to: 516-538-2515 (Attn: Blanca Alvayero)