



Saturday Persuasive and Expository Writing Instructor (PAID)

ORGANIZATION OVERVIEW

NJ LEEP is a four-year college access and success program working with 140+ students from underserved neighborhoods in the greater Newark area. We help students perform at high academic levels by building skills through law-related and other educational programs, developing the habits necessary for college success and community leadership, and offering exposure to role models who have achieved professional success. NJ LEEP's model is challenging and rigorous and 100% of NJ LEEP program graduates have gone on to college, including Amherst, Georgetown, Princeton, Rutgers, Wellesley, Wesleyan, and the University of Chicago. NJ LEEP has won national awards for program quality and innovation, and has been recognized at the US Department of Education and The White House.

JOB DESCRIPTIONS

NJ LEEP is looking for writing instructors to teach our Persuasive Writing and Expository Writing classes on Saturdays during our academic year. Classes take place on Saturdays beginning in late September and continuing through the end of the academic year.

- Instructors will be required to attend an NJ LEEP orientation and training.
- Persuasive and Expository Writing Instructors will be required to demonstrate excellence in their written and oral communication skills.
- Writing Instructors will be asked to maintain a high level of energy, organization and structure in their classrooms.
- All syllabi, student handouts, and rubrics/grading guidelines are provided.
- Instructors are responsible for creating unique lesson plans for their classes.
- Classes meet approximately 2 Saturdays per month from 9:00 – 3:00PM.
- Instructors are responsible for tracking homework completion, providing feedback on student progress, and upholding the NJ LEEP policies and teaching principles.

QUALIFICATIONS

- Minimum of a Bachelor's Degree from a competitive college/university

- High School and/or college level teaching experience preferred but not required
- Demonstrates significant knowledge and expertise in the areas of English, Grammar and Writing, with a preference for individuals who are intimately familiar with the college admissions process
- Demonstrates strong interpersonal, oral, and electronic communication skills
- Seeks to work with a diverse staff and student population
- Strong mediation, instructional, and classroom management skills
- A high level of energy, organization and structure in their classrooms
- Demonstrates an openness to feedback in pursuit of continuous professional growth

HOW TO APPLY

Interested applicants should submit a resume and cover letter to Sergio Seijas at sseijas@njleep.org with the subject line “Saturday Writing Instructor.” Applications will be reviewed on a rolling basis until the position is filled. Applicants are strongly encouraged to apply as soon as possible; applications received by November 15th, 2017 will receive priority consideration. Due to the volume of applications, only applicants selected for an interview will be contacted.

Professional Level:

Professional

Minimum Education Required:

4-year degree

NJ LEEP offers a competitive salary for their employees.

NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply.