



HISPANIC CENTER

of western michigan

Middle School Math Instructor

Position Title: Middle School Math Instructor

Reports To: Director of Programs

JOB SUMMARY:

Serve as the lead teacher for the Supporting Our Leaders (SOL) Middle School Summer Learning Academy. The lead teacher develops and facilitates daily activities for 30 middle school students (6th-8th grade). Lessons reinforce mathematics skills while giving students essential information and resources to prepare them for success in school, higher education, and careers.

This 8-week academic camp complements morning summer school and includes academic instruction, project-based learning, and math games. The math instructor will work collaboratively with the Program Coordinator and Team Leaders to deliver programming.

WORK SCHEDULE:

- Temporary: June 4 – August 10
- Classroom Instruction: Monday-Thursday 1pm-4pm (plus set-up/clean-up)
- Planning Time (5-10 hours per week): Flexible schedule
- Part-Time: 18-20 hours per week

DUTIES:

- Develop and facilitate grade-appropriate academic lessons to reinforce STEM skills (Science, Technology, Engineering, Math) using project-based learning, direct instruction, and math games.
- Access and monitor student academic performance.
- Encourage and reinforce high school completion and college enrollment.
- Contribute and foster a fun and creative atmosphere for youth centered learning.
- Adapt teacher methods and instructional materials to meet students' varying needs, abilities and interests.
- Provide program data and reports for funding sources as required.
- Contribute to a positive healthy work environment with staff, students and community
- Other duties as assigned.

SKILLS/QUALIFICATIONS:

- Certified secondary education teacher, **REQUIRED**. Emphasis in Math & Science, **PREFERRED**.
- Fluently bilingual in English and Spanish, both oral and written expression, **PREFERRED**.

- Highly proficient computer skills, including typing, data entry, internet research, use of Microsoft Office.
- At least 1 year of experience in classroom instruction.
- Culturally sensitive/ aware working with diverse Hispanic youth populations and families
- Excellent presentation and workshop facilitation skills that promote interactive contextualized learning.
- Able to work independently and collaboratively as a team, with or without supervision.
- Must undergo thorough criminal background check, drug screening and personal/professional reference check.
- Highly organized, strong attention to detail and meets all deadlines.
- Strong work ethic, teamwork and problem-solving skills.

To apply, please send cover letter, resume and 3 references via email to the Human Resource Department at HCWMHR@hispanic-center.org