



POSITION TITLE: UC Educational Instructor

PRIMARY SUPERVISOR: UC Program Director

DEPARTMENT:

SUPERVISES: N/A

STATUS: Full-Time, Non-Exempt

SALARY RANGE: Beginning salary will be commensurate with education and experience, and based on appropriate industry standards.

POSITION DESCRIPTION: The Educational Instructor must adhere and apply agency policies and procedures, code of ethics, Office of Refugee and Resettlement (ORR), Federal, and State laws and regulations. The Flores Settlement Agreement, Trafficking Victims Protection Reauthorization Act, Perez-Olano Settlement Agreement, and the Violence against Women Reauthorization Act.

Provides educational services and assessments, including curriculum building meeting Flores standards for education requirements. The Educational Instructor is responsible and able to demonstrate/model values of commitment, collaboration, trust, respect, excellence, and accountability. The Educational Instructor is responsible for increasing student learning through the following actions; develop a relevant and progressive curriculum, design and implement effective learning strategies, environment, and deliver instruction of high quality that is trauma informed.

REQUIREMENTS & QUALIFICATIONS:

- Bachelors' Degree from an accredited or state approved college or university in Education and ESL certified. Shall have 2 years of experience working with children and families predominantly with Latino children and families.
- Bilingual English/Spanish, ability to read, analyze, and interpret complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Computer literate in Microsoft Office applications.

DUTIES & RESPONSIBILITIES:

All of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure adherence to the core operating values and the strategic direction of the agency.

- Develop educational plans and materials that meet the needs of diverse learners.
- Assess student's competencies with performance-based measurement.
- Complete curriculum projects.
- Develop learning plans on the basic academic areas of science, social studies, mathematics, reading, writing, and physical education.
- Develop comprehensive course syllabus, including policies and class schedule.
- Deliver and access effective instruction that meets the needs of diverse students.
- Adapt instructional strategies to meet student's needs.
- Use a variety of educational strategies to meet different learning styles.
- Provide learning opportunities for students at varying learning stages or abilities.
- Provide a trauma informed learning environment.
- Engage students in the learning process.

- Provide opportunities for student's dialog and interaction.
- Assess student learning and provide ongoing formative feedback for growth.
- Document and report student performance over time.
- Communicate continuous progress of students to case manager and clinician.
- Demonstrate sensitivity to student needs and circumstances.
- Maintain confidentiality of student's information.
- Monitor participant's needs in order to remediate educational deficiencies.
- Assess the accomplishments of students on a regular basis.
- Assist in the guidance with emphasis on maximum progress of participants.
- Maintain records, portfolios and student progress reports.
- Adhere to Child Abuse Reporting requirements.
- Must be relied upon regarding task completion and meeting deadlines without sacrificing accuracy, work quality, or customer service satisfaction.
- Attend meetings and trainings when requested.
- Perform other duties as requested by the assigned supervisor and/or management.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral and diagram or schedule form.

CONFIDENTIALITY AND PRIVACY

Adheres to all legal parameters for ensuring and maintaining clients' confidentiality including HIPAA, State and Federal laws.

HEALTH SCREENING REQUIREMENT

All direct staff have proof of immunity to vaccine-preventable diseases transmitted by the respiratory route.

- Varicella 2 doses (at least 4 weeks apart) or born in the United States before 1980 with a reported history of chickenpox (verified by an adult present at the time of illness) or titers indicating varicella immunity or documentation from healthcare provider verifying the previous infection.
- MMR (Measles, Mumps, and Rubella) 2 doses (at least 4 weeks apart) or titers indicating immunity to all three diseases.
- DTaP (Diphtheria, Tetanus, Pertussis) complete primary vaccination series completed at childhood, 1 TDap dose in adulthood.
- Influenza, 1 dose annually during flu season.
- COVID-19 vaccination – fully vaccinated against COVID-19 (two doses of Pfizer-BioNTech; or two doses of Moderna; or one dose of Janssen), with booster shot (Pfizer-BioNTech, Moderna, or Janssen).

The Village Family Services (The Village/TVFS) is an internationally accredited, leading bilingual family wellness organization that provides culturally sensitive, trauma-informed mental health, homeless and foster care services to thousands of Los Angeles County's most vulnerable and underserved children, youth, and their families. We specialize in helping LGBTQ and transition age youth who are in crisis and are recognized for our community response for ending youth homelessness.

To apply, please email resume along with cover letter to hr@thevillagefs.org with subject line Educational Instructor.