

# **THE MENTORING CENTER**

## **LEAD INSTRUCTOR FOR THE EMERGE ACADEMY**

### **Position Description**

The Mentoring Center (TMC) is currently recruiting for a Lead Instructor for the EMERGE Academy.

The EMERGE Academy is an academic program for young women in Alameda County, ages 16-18, who are returning to school from a condition of confinement or incarceration. This academy serves up to 20 girls and young women. Participants in the program will have dropped out of school or are at risk of dropping out, have been chronically truant, have experienced a condition of confinement (placement in a secured/locked facility; restricted mobility, monitored by court/probation in a residential/non-residential facility); and have not been successful in achieving academic proficiency in county and/or district schools.

The ideal candidate for the Lead Instructor position will be single or multi-subject credentialed, and will have significant and specific experience teaching high school students. The ideal candidate also should have experience working with students, specifically girls and young women, who are involved in the foster care and/or legal systems, and who are facing significant academic challenges.

Typical duties and responsibilities will include, but are not limited to the following:

1. Provide daily instruction to up to twenty students, ages 16 – 18.
2. Assess students' academic level and grade level.
3. Work with the ACOE Independent Studies teacher to establish each student's credits and level of academic achievement at the time of enrollment.
4. Work with other EMERGE staff to develop daily lesson plan and weekly and semester curriculum.
5. Attend trainings and professional development opportunities provided by ACOE and The Mentoring Center.
6. Fulfill other duties related to instruction, as necessary.
7. Attend and participate in The Mentoring Center's bi-weekly staff meetings, agency events and activities, and professional development opportunities.

## MINIMUM REQUIREMENTS FOR APPLICATION

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable. Students in teaching programs with prior teaching experience are encouraged to apply.

**Education:** Bachelor's degree from an accredited college or university in education. Strong preference will be given to those who have a current single- or multi-subject teaching credential.

- Experience teaching high school students.
- Some experience working with “system-involved” girls, including those in the juvenile legal and foster care systems, as well as with commercially-sexually exploited children.
- Knowledge of education, social justice, criminal and juvenile legal systems and youth development principles.

### **Criminal Background Check**

This position involves working with minors and is subject to a criminal background check. Employment is contingent upon successful completion of a background investigation including criminal history and identity check.

The Lead Instructor will be employed by The Mentoring Center, a nonprofit organization in Oakland, and also will work in partnership with the Alameda County Office of Education. This is a full-time, salaried position with benefits. Salary is commensurate with experience.

Please send your resume and a cover letter that addresses the requirements for this position to [tmc@mentor.org](mailto:tmc@mentor.org). Please specify “**Application for Lead Instructor for the EMERGE Academy**” in the subject line of your email or mail your cover letter and application to:

The Mentoring Center  
672 -13<sup>th</sup> Street, Ste. 200  
Oakland, CA 94612

**Attention:** EMERGE Lead Instructor Application

No Calls Please! Thank you for your interest.