



# Native American Youth and Family Center

5135 NE Columbia Boulevard, Portland, Oregon 97218  
P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

## Position Description – *Summer Institute Math Teacher*

<b>Position:</b>	<b>Summer Institute Math Teacher</b>
<b>Department/Program:</b>	Youth Services Department
<b>Compensation:</b>	Salary DOE, there are no benefits associated with this position
<b>Employment Status:</b>	Temporary (limited duration, not to exceed 1,000 hours), part-time, non-exempt
<b>Hours:</b>	Limited Duration 6/14/10 - 8/12/10. Regular hours are 9:00 am – 2:30 pm. (M, T, Wed, Th.) Evenings and occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Summer Institute Lead & Director of Youth Services
<b>Job Location:</b>	Portland, OR

**Position Description:** The Summer Institute Math Teacher is responsible for the instruction and supervision of students. Instruction of students shall include individual skill development in the subject of Math, expansion of knowledge and development of ability to reason. The Summer Institute Math Teacher will use a computer-based Cognitive Tutor Program, which will provide the ability for each student to work at different levels. Supervision of students shall include guidance, development and safety. The classroom teacher functions in accordance with the established policies, rules, regulations and the performance standards of the NAYA Family Center and the performance goals established for the teacher. The Summer Institute Math Teacher will work with individuals and in groups to accomplish the objectives of the program in an 8 week long summer school that will offer students a supportive, culturally responsive learning environment and the opportunity for ½ credit retrieval in the subject of High School Math.

**About the Program:** The Summer Institute will provide 50 – 60 students the opportunity to retrieve deficient credits and expose some of them to college level curriculum in order to earn college credit. Students will be able to improve upon their math and writing skills in order to work toward graduation. The Math and Language Arts curriculum will be driven by state standards, and will include elements of Native American History and Current Events. Additionally, components of the Summer Institute Program will include coursework in Native American Cultural Arts, Financial Wellness, and Employment Readiness. Each student will be assigned a NAYA Youth Advocate who will support and encourage them towards completion of the program.

### Essential Functions:

- Identifies the needs of a group of students as well as individual students and provides for continuous assessment of their ability.
- Develops lesson plans and instructional materials and performance goals in accordance with State Standards.
- Provides instruction to students at appropriate levels in the subject matter(s) for which the teacher is assigned in the locations and at the times designated.
- Creates educational experiences that provide each student the opportunity to develop his/her potential in the areas of personal-social adjustment, decision-making, positive self-image and other life skills.
- Provides instruction, organization and management in the classroom which creates an environment conducive to learning.
- Establishes, maintains and supports standards of personal conduct and discipline in accordance with the discipline policies and regulations of the NAYA Family Center.
- Evaluates the students' academic progress and social growth, maintains appropriate records, prepares reports and communicates with High School Advocate on the individual students' progress.
- Supervises students both in and out of the classroom.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Diagnoses, instructs and evaluates specific student needs and seeks assistance of specialists as required.
- Communicates concerns and ideas with colleagues, students, parents and community in a positive, professional and ethical manner.

## NAYA Family Center | Position Description: **Summer Institute Math Teacher**

- Promotes and follows the adopted NAYA Family Center philosophy, policies, regulations and administrative procedures.
- Participates in the assessment and planning of curriculum development and other programs to meet the needs of the NAYA Summer Institute.
- Follows established curriculum programs.
- Coordinate with Summer Institute staff and tutors who are assigned to assist the teacher.
- Maintains effective communications with students, patrons and colleagues.
- Attends staff meetings and serves on staff committees as required.

### **Additional Responsibilities:**

- Perform other duties as assigned by the Youth Services Director and Summer Institute Lead.
- NAYA Family Center is a team and community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team, participate actively in cross-departmental NAYA team projects and to contribute to fostering a safe and secure environment for community members and staff.
- Other duties as assigned.

### **Qualifications and Skills:**

- Meets current certification requirements as set forth in Oregon Rules for Certification of Teachers, Specialists and Administrators.
- Experience working in the high school setting with at-risk youth preferred.
- Strong community building skills.
- Demonstrated ability in project management (planning, organizing, prioritizing work and follow-through) and team building skills.
- Excellent interpersonal, facilitation, presentation, verbal and written communication skills, including demonstrated ability to write persuasively and a proven track record of collaborative leadership.
- Demonstrated problem solving skills.
- Demonstrated ability to maintain a high degree of confidentiality.
- Demonstrated knowledge and understanding of the local educational system and environment, including the elements necessary for student success, with a proven track record of improving student achievement.
- Competent computer skills including web based research, word processing, database management, email and Microsoft Office programs.
- Ability to work with diverse populations specifically the urban Native population, including knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and educational issues surrounding the Urban Indian experience.

**Education/Experience:** Minimum BA, BS. Master's in content area preferred

**Work Environment:** General office environment.

**Physical Requirements:** lifting a maximum of 30 pounds, sitting for extended periods of time.

**Equipment Used:** Computer, phone, fax, copy machine.

**Safety Considerations:** Some travel may be required.

### **Other Requirements:**

1. Valid Drivers License, successful completion of a background investigation, and must be eligible to be an insured driver under NAYA Family Center's liability insurance policy, and remain so during the course of employment.
2. Successful completion of a background investigation.

**Application Procedures:** Interested candidates should submit a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://www.nayapdx.org/about/jobs.php> or by contacting the office.

**NAYA Family Center** | Position Description: **Summer Institute Math Teacher**

**Application Deadline:** May 25, 2010.

**Attention:** Incomplete applications will not be considered.

**Please send application materials to:**  
Patrick Eagle Staff, Human Resource Manager  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR. 97218  
Phone: (503) 288-8177 - Fax: (503) 288-1260  
E-mail: [patrickes@nayapdx.org](mailto:patrickes@nayapdx.org)