Under general direction of the Re-entry Coordinator, the Academic Instructor will be responsible for providing instruction in a classroom setting, student evaluation, curriculum development, preparation of materials, lesson plans for computer literacy and soft skills training, as well as maintain accurate statistical records and prepare reports.

This position is for employment at the Pitches Detention Center, located at 29320 The Old Road, Castaic, CA 91384. All job responsibilities will take place in a jail setting.

**DUTIES AND RESPONSIBILITIES**

- Responsible for providing instruction to male inmates ages 18 and older.
- Responsible for developing classroom curriculum for the Microsoft Digital Literacy Component as well as the Soft Skill Training Component.
- Prepares a variety of learning materials.
- Assists in preparing and submitting timecards for class attendance.
- Explains work assignments, coordinates and assists students in learning groups.
- Evaluates the effectiveness of the instruction and the student progress and problems.
- Types all necessary correspondence and forms pertaining to the students.
- Responsible for entering data into the Student Information system (SIS).
- Prepares, approves and reviews various statistical reports.
- Gathers and analyzes data to evaluate current systems and procedures and prepares written reports.
REQUIRED KNOWLEDGE AND ABILITIES

- Ability to teach the three curriculum levels for Microsoft Digital Literacy: Computer Basics, Standard Curriculum and the Advanced Curriculum.

- Ability to operate IBM compatible computers; Knowledge of Microsoft Word, Excel or other computer assisted educational materials.

- Ability to provide Soft Skills Training. This includes an introduction to soft skills, workplace behavior, resolving conflict, flexibility, ethical decision-making, cover letter writing and resume building.

- Knowledge of statistics and the ability to gather and analyze data

- Ability to communicate effectively in writing as well as verbally.

- Ability to develop and maintain positive working relations with staff and management of the Pitches Detention Center, Five Keys Charter School, HCC and other community agencies.

- Ability of interact and communicate in a professional and positive fashion with the students, the general public and with co-workers.

- Ability to exercise good judgment in making decisions

- Ability to work in a timely and efficient manner.

- Ability to meet assignments and manage deadlines.

- Ability to work independently with minimum supervision as well as part of a team.

- Must be very well organized, and flexible

- Must have knowledge of workforce development

- Must possess reliable transportation and a valid California Drivers License and be able to provide proof of current automobile insurance.
EDUCATION AND EXPERIENCE

Bachelor’s Degree in Education or related filed preferred. Teaching experience is highly desirable. Teaching Credential is highly desirable. The ability to speak Spanish may be required and/or is highly desirable.

APPLICATION PROCEDURE

Applications may be obtained at and should be submitted to:

HUB CITIES CONSORTIUM
2677 ZOE AVENUE
HUNTINGTON PARK, CA 90255
Attention: David Pelayo (pelayo@hubcities.org)

All applications will be accepted until the position is filled. All applications will be reviewed, only those candidates whose application demonstrates the best combination of qualifications and experience will be invited to the interview process.

All employees hired to work at the Pitches Detention Center will need to be fingerprinted and must pass a background investigation in order to work in the jail facilities and access the internet.

Hub Cities Consortium is an Equal Opportunity Employer and operates under a drug free workplace policy approved by the HCC Board of Directors.