



JOB TITLE: Test Preparation Instructor (SAT, CAHSEE)

PROGRAM: Youth Services

STATUS: Part-Time

REPORTS TO: Regional Supervisor

HISTORY and MISSION:

The Youth Policy Institute (YPI) provides education, training and technology services to lift low-income families out of poverty. Since 2001, YPI has accomplished this by serving families in Los Angeles at 95 sites throughout the city. YPI has an annual budget of \$34 million (including affiliated charter schools) and offers families education and training resources in the areas of afterschool, job training, early childhood education, physical education, adult literacy and ESL, computer literacy, charter schools, and college preparation. YPI also supports efforts to boost the capacity and effectiveness of small grassroots nonprofits that provide essential services for youth. Each year, YPI helps more than 25,000 youth and adults each year through these programs.

SUMMARY

Youth Policy Institute (YPI) is seeking a Test Preparation Instructor for their middle and high school Youth Services programs. This position focuses on creating a college-going culture among underrepresented students that participate in our Rock on Education and 21st Century after-school program sites. The desired incumbent will facilitate and implement standardized test preparation workshops and presentations at our school sites.

ESSENTIAL FUNCTIONS

- Deliver lessons and/or presentations on SAT, ACT, and CAHSEE, and/or ACT Test preparation.
- Collaborate with Site Coordinator and College/Career Specialist, surrounding daily functioning and workshops for student test preparation
- Document attendance for Test prep workshops
- Develop and maintain positive relationships with site staff and participants
- Adhere to proper dress code and proper language during workshops/presentations
- Provide and document weekly lesson plans
- Monitor and document student progress and participation.
- Provide weekly reports on student progress and participation to students, parents, Site Coordinator, and Site Staff Administrator.

- Provide and document follow-up surrounding test prep courses to Site Coordinator and College/Career Specialist upon completion of test prep workshops/presentations

QUALIFICATIONS

- Bachelor's degree required
- Great test-taking skills in any of the high school exit exams or college entrance exams
- Knowledge and experience in delivering standardized test preparation courses and/or curriculum for the SAT, ACT, and CAHSEE
- Previous teaching experience is preferred not required
- Some experience in standardized test preparation for high school students
- Comfortable speaking in front of large audiences
- Possess a passion for education and working with underserved youth
- Strong interpersonal skills
- Independent worker and flexible
- Commitment to empowering underrepresented youth
- Reliable transportation
- Strong organizational skills and time management skills
- CPR/First Aid certification a plus
- Bilingual (English/Spanish) a plus

REQUIREMENTS

- Must pass a criminal background check (Live Scan fingerprinting) prior to working with students
- Must present proof of negative Tuberculosis skin test (TB) dated within 60 days of hire date
- Must provide proof of credential(s) if applicable

COMPENSATION

Commensurate with experience

WORK SCHEDULE

Part-time, primarily after school or weekend hours; hours vary per school site.

SELECTION PROCESS

In order to be considered for this position, qualified candidates must submit the following documents:

- Cover letter
- Resume
- Submit your resume to info@ypiusa.org. **No phone calls please.**
- Write "Test Preparation Instructor" in the subject line.

Prospective candidates will be invited for an interview. Position open until filled.

YPI's mission is to "Create opportunities for low-income families and communities through technology, education and training services."

EOE

www.ypiusa.org