



# Boxwood Learning Center

## Supporting the Champions of this Generation

[www.boxwoodnj.org](http://www.boxwoodnj.org)

908-241-6862

### **Job description**

**Locations:** Roselle, NJ (Remote tutoring)

**Posted:** July 23, 2024

**Type:** Part-Time Tutor (College students or professionals with experience preferred)

#### **About Boxwood Learning Center, Inc.:**

Boxwood Learning Center is a growing nonprofit with a big mission to support champions on their pathway to success. We provide mentoring, test prep, and life skills workshops for youth who dropped out of school for various reasons.

#### **Job Description:**

Boxwood is seeking a passionate and dedicated instructor with strong technology skills to teach Adult Education classes that prepare students to pass their High School Equivalency exams (GED/HiSet) and transition to college and/or a career. Candidate should be able to proficiently tutor in two (2) or more of the following subjects: science, language arts, reading, and math.

#### **The following are some job responsibilities:**

1. Provide direct and engaging instruction in a remote setting.

2. Utilize online learning platforms and digital tools to enhance student engagement and learning.
3. Adapt and differentiate instruction to accommodate diverse learning needs.
4. Comply with departmental curricula, grading standards, attendance policies, textbook choices, assessments, and other established processes.
5. Comply with all legal and ethical obligations.

**Requirements:**

- At least 2 years tutoring experience/instructional experience, preferably in Adult Education/High School Equivalency or high school level subjects
- Must have a computer or a laptop to provide services from home
- Strong digital and technology skills
- Experience teaching remotely (particularly using Zoom or Google Meets)
- Weekend, Afternoon and/or evening availability
- Complete a background check
- Bachelor's degree preferred

**Compensation:** Start at \$25 per hour

**Application Instructions:**

Please send your resume and cover letter

Please be sure to have a cover letter and list of, at least, two (2) professional references with contact information prepared to submit with your resume. You will be invited to an interview, if qualified for the position.

**To Apply:**

Please submit your resume highlighting your tutoring experience and subject expertise to [info@boxwoodnj.org](mailto:info@boxwoodnj.org). Join us in making a significant impact on the youth of Union County. [www.boxwoodnj.org](http://www.boxwoodnj.org). 908-241-6862

Work Location: In person and remote in Roselle, NJ 07203