



## **SAT Prep Teacher – Contract Assignment**

### **Position Description**

Canal Alliance is seeking a teacher to provide SAT prep classes to high school students in our college readiness program, University Prep! The SAT Prep Teacher reports to the High School Program Supervisor. Candidates should have the ability to work Mondays & Thursdays from 4:45-5:45pm, from February 25 to May 2. Additionally, the teacher will be compensated for up to 2 hours of prep per week.

### **About the Organization**

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. We believe everyone has the right to achieve their dreams. Every day, we educate, empower, support, and partner with motivated immigrants to best meet all their unique needs—from putting food on the table, to becoming American citizens, to learning English, to graduating from college. Because when we support immigrants, Marin becomes a place where everyone can live, work, and succeed.

Canal Alliance University Prep (UP!) is a college readiness and success program designed to support students in their journey to enroll in and graduate from a 4-year university.

### **Essential Duties and Responsibilities**

- Prepare and deliver effective SAT prep lessons
- Identify and administer appropriate assessments
- Monitor student progress through assessments and informal observations
- Modify instructional program based on student data
- Communicate regularly with the High School Program Supervisor about student progress
- Provide a nurturing, supportive, and positive learning environment with high expectations
- Build positive and respectful relationships with students

### **Knowledge, Skills and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and ability required.

- Demonstrated ability to guide students to achieve their highest SAT scores
- Knowledge of various aspects of the SAT including test format, dates offered, and enrollment process
- Strong content knowledge in relevant subject areas
- Ability to establish positive working relationships with students and staff
- Ability to work with people of varied cultural and socio-economic backgrounds

### **Education and Experience Requirements**

- Bachelor's Degree (or in progress)



- Previous test prep teaching experience (at least 1 year preferred)
- Experience working with low-income and/or immigrant populations

### **Compensation**

This is a contract position without benefits.

### **Canal Alliance Equity and Inclusion Statement**

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect.

Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

### **Application Process**

Please email your resume and cover letter to [HR@canalalliance.org](mailto:HR@canalalliance.org). Only electronic applications will be accepted. (Keep it green!) Please indicate "SAT Prep Teacher – YOUR NAME" in the subject line of your email.