Department: Massachusetts Migrant Education Program
Title: Home Visit Instructor, Spanish/English
FLSA Status: Non-Exempt
Reports to: Academic Program Manager

Purpose: Instructors will make a series of home visits to individual and small groups of students. Together they will participate in fun and creative activities while also having the opportunity to practice their English skills. Visits will range from one to two hours and can take place at the student’s home or in a park, library or another public space nearby. The visits are intended to entertain and inspire students, they will often be left with materials or projects that they can continue to make and use in their free time.

Essential Functions:
● Communicate directly with your assigned families to plan visits
● Review and organize materials before visits so you are prepared to lead activities
● Offer individual and small group instruction in a home-based setting
● Create and maintain a positive and fun environment that is engaging and enjoyable
● Adapt the daily plan to accommodate the abilities, needs, and interests of students
● Track attendance and participation
● Communicate regularly with the Academic Programs Manager

Minimum Qualifications:
● Access to a reliable and insured vehicle
● One year of teaching experience in an informal or formal setting
● Bilingual in English and Spanish (required)
● Able to pass a CORI (Criminal Offender Record Information) screening

Physical Demands:
● Able to travel to and between home visit locations
● Ability to multi-task and respond to plan alterations with a positive mindset
● Must be able to communicate and converse effectively with youth and adults from multiple backgrounds and cultures in Spanish

Work Conditions:
● Requires working a flexible schedule potentially including evening
● Employees are expected to follow CES Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards

Terms of Employment:
● Part-time; 10-20 hours per week between 6/20/2022 and 8/14/2022
● Weekly hours are dependent on program needs
● Compensation is $25-$30/hr depending on qualifications
CES is an equal opportunity employer. We welcome candidates from all cultural, ethnic and racial backgrounds. Candidates whose backgrounds are well suited to understanding and addressing the needs of the diverse student populations we serve are encouraged to apply.