



## TGR FOUNDATION

**JOB TITLE:** Learning Facilitator/Instructor

**LOCATION:** Anaheim, CA

**STATUS:** Full-Time

**SALARY:** \$52,000 – \$60,000

### **ORGANIZATION:**

For more than 25 years, TGR Foundation has worked to create a world where opportunity is universal and potential is limitless. With an unwavering commitment to impact youth from under-resourced communities, its mission is to empower students to pursue their passions through education. TGR Foundation helps students connect passion with purpose through signature programs focused on in-person project-based learning, skills development, college access, career preparation and educator professional development. For more information visit [TGRFoundation.org](http://TGRFoundation.org) or connect on [Facebook](#), [Twitter](#) and [Instagram](#).

### **POSITION DESCRIPTION:**

**Learning Facilitators** are responsible for developing and maintaining operational excellence with students, co-workers, volunteers and the general public. This is a full-time position in a variety of science, technology, engineering and math (STEM) career-based classrooms. The individual selected will assume the position of an instructor and related duties for students in grades 5-12 as assigned.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Plans, designs and facilitates STEM learning experiences that engage students in problem-solving, critical thinking and reflective learning at the TGR Learning Lab, Anaheim and in partner schools.
- Develops new curriculum which may include research and professional development, creation of lesson plans, procure materials and supplies as well as pilots, revises and adapts curriculum to meet the needs the program and students;
- Creates class-specific supply lists which includes a class budget;
- Assists in the collection of data which includes attendance and administering end of the session surveys
- Organizes instructional supplies/resources for classes;
- Participates in classroom observations for reflection and growth;
- May assist in the recruitment of students
- Establishes a culture of high expectations that includes college and career preparation for all students.
- Provides students and their families with regular and timely information on classroom activities and student progress.



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- Demonstrates strong interpersonal skills consistent with a positive youth development environment.
- Identifies unique student needs and collaborate with other team members.
- Interacts effectively with co-workers, volunteers and the general public.

### **EDUCATION, EXPERIENCE & SKILLS:**

Instructional Managers preferably will have experience in teaching educational programs for youth and experience in science, technology, engineering or math. In addition to:

- Able to work Monday- Thursday: 9:00am – 6:00pm; Fridays: 8:00am-5:00pm and occasional Saturdays;
- Bachelor degree and teaching credential/certification;
- Valid driver's license and/or a means of reliable transportation;
- Content knowledge and/or experience in science, math, computer science or engineering;
- Design curriculum and procure materials and supplies for STEM activities;
- Familiarity with educational technology, knowledge of diverse student needs and different learning styles is essential;
- Ability to integrate technology creatively into lessons and activities;
- Support the TGR Foundation mission, vision, and core values;
- Have strong organizational skills, be a self-starter, and an excellent communicator both verbally and in writing.

### **TO APPLY:**

Please submit a cover letter and résumé as a single PDF to Yvonne Tello at [ytello@tgrfoundation.org](mailto:ytello@tgrfoundation.org).

**Applications without a cover letter will not be considered.**

TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of every job responsibility. Because job content may change from time to time, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.