



# Mobile Learning Program Instructor

## Homeless Children's Education Fund

The Homeless Children's Education Fund (HCEF) is currently seeking candidates for Mobile Learning Instructor positions to serve families in the Greater Pittsburgh Area during the 2025-2026 school year. Applicants with a teaching certification or certification in process are preferred. All applicants must possess current Act 33/34 and FBI clearances.

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| <ul style="list-style-type: none"><li>• Independent Contract Position</li><li>• \$35 /hour</li><li>• Reports to Education Support Coordinator for Mobile Learning</li></ul> | <p>Hours vary by location and availability</p> <ul style="list-style-type: none"><li>• between 3:30 – 6:30 PM</li><li>• Mondays – Thursdays</li><li>• Up to 14 hours/week</li></ul> |
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### Program Overview:

The HCEF Mobile Learning Program aims to provide high quality in-home tutoring for children in grades K-8 in the Greater Pittsburgh Area. Program goals include:

- Helping students build academic, social, and emotional skills
- Helping students develop their skills in reading, writing, math, and creative problem-solving
- Encouraging students to develop a positive vision for their futures as learners and citizens
- Encouraging parents to be strong educational advocates for their children

Principle duties – The Mobile Learning Instructor is responsible for coordinating in-home activities for children. The Mobile Learning Instructor works closely with families and provides student-led individualized tutoring sessions to create a positive learning environment. Access to reliable transportation is necessary as instructors travel to different locations for tutoring each day.

Responsibilities include:

- Developing individual tutoring plans that promote skill development.
- Coordinating with Education Support Coordinator to deliver one-on-one and specialized tutoring sessions
- Collaborating with other instructors, volunteers and program staff
- Collecting and reporting data to monitor student growth and learning.

The Mobile Learning Instructor will collaborate with the Education Support Coordinator and Family Engagement Coordinator to share student progress regarding tutoring sessions and family support to help meet their needs for success. The Mobile Learning Instructor actively participates in regular meetings with HCEF staff, the Education Support Coordinator, and the Family Engagement Coordinator to share best practices and information. The mobile learning instructor participates in family engagement activities coordinated with the Family Engagement Coordinator.

**Qualifications:**

- Minimum of 3 years' experience teaching/leading out-of-school time programming
- Exceptional interpersonal skills; ability to relate positively and respectfully to children of all ages, parents, volunteers, and other professionals
- Creativity and ability to foster a love of learning in children of all ages
- Reliable transportation and willingness to drive to both city and suburban locations
- Ability to work independently with minimal supervision
- Understanding of the significance of out-of-school-time programming in the lives of underserved children and proven ability to provide a safe, structured and enriching environment
- Sensitivity regarding the psychological and behavioral impacts of trauma in children and parents
- Teaching certification is a bonus
- Previous experience working with students who've experienced trauma and/or homelessness strongly preferred
- Values diversity, equity, and inclusion
- Flexibility – must be willing to work with a transient population that may change throughout the school year

Candidates should understand that they will be considered independent contractors, not employees, of the Homeless Children's Education Fund. All positions are part-time.

TO APPLY: Please submit a current resume and cover letter to [info@homelessfund.org](mailto:info@homelessfund.org)

Homeless Children's Education Fund is an Equal Opportunity Employer and values diversity.