POSITION TITLE	ACT Test Prep Instructor
PROGRAM	
LOCATION(S)	Seton Hall University (South Orange, NJ) The College of New Jersey (Ewing, NJ)
EMPLOYMENT STATUS	Temporary, Contract
PROGRAM DATES	Saturdays - February 2027 to June 2027
COMPENSATION	$225 per Saturday

ABOUT SEEDS

SEEDS – Access Changes Everything (founded in 1992 as NJ SEEDS) is a privately funded, nonprofit organization. We change the lives of motivated, high-achieving students from households with limited means by transforming their educational opportunities.

SEEDS' programs include advanced academic classes, cultural enrichment opportunities, and leadership training to prepare students for placement at exceptional educational institutions where they can realize their full potential. We encourage our alumni to be leaders who give back to the community. With more than 200 students per year and more than 3,400 graduates, every member of SEEDS' 25-person main office staff and 75-person site staff understands how their work contributes to students' success every day.

The College Scholars Program is a 17-month education experience designed to prepare and place top-performing students from low-income households into selective colleges with excellent preparation and sufficient financial aid. College Scholars participate in academic classes each Saturday during the spring of students' eleventh-grade year, and throughout their twelfth-grade year. In addition, students take part in a three-week residential experience during the summer before their senior year in high school. Throughout the 17-month program, College Scholars receive intensive academic, college application, and social support so that they can be accepted to and succeed in highly competitive colleges and universities.

POSITIONS

We are currently seeking instructors for the following subjects:

- ACT English/Reading – The ACT instructor in English and Reading will provide targeted instruction to help students strengthen their reading comprehension, grammar, rhetoric, and analytical skills. The instructor will deliver lessons from SEEDS' test prep curriculum, modifying lessons and adding skills based on student need.

- ACT Math – The ACT instructor in Math will provide students with clearly scaffolded instruction to support their skill development throughout the semester. Drilling specific questions, guiding students through self-reflection after practice tests, and filling in gaps in skill knowledge are required to ensure that students are successful on test day. Instructors should be prepared to teach skills including algebra, functions, geometry, statistics, and mathematical models.

Applicants must have teaching experience with high school and/or college-aged students; teaching certification is not required. SEEDS welcomes applications from individuals who are subject matter experts, career experts, professionals, and those who have taken a non-traditional path to teaching.

PRIMARY RESPONSIBILITIES

- Teach test prep course according to curriculum guidelines specified by SEEDS
- Maintain ongoing curriculum evaluation and development to meet needs of scholars
- Teach two (2) sections per Saturday
- Review, correct and comment upon class and homework assignments, quizzes, and assessments
- Attend faculty meetings as scheduled
- Prepare detailed comments about each Scholar via mid-session and final progress reports to be used in the evaluation process
- Additional duties as assigned

QUALIFICATIONS

- Mastery of subject area; test prep experience a plus
- Demonstrated enthusiasm for teaching and supporting young people academically
- Clear and consistent written and oral skills
- Teaching experience in a rigorous academic environment, including work with highly motivated students
- Demonstrated talent in the instruction of students with varied learning styles and educational backgrounds

COMPENSATION

- $225 per Saturday; paid monthly (subject to all applicable tax-withholding and other required deductions)

HOW TO APPLY: Those interested in applying for a teaching position should send a cover letter and resume to jobs@seedsaccess.org. Please include “CSP Test Prep Instructor” in the subject line.