



AACA 華美福利會

ASIAN AMERICAN CIVIC ASSOCIATION, INC

87 Tyler Street, 5th floor, Boston, MA 02111 Telephone: 617-426-9492 Fax: 617-482-2316 www.aaca-boston.org

Part-Time Temporary Job Posting **Job Title: Job Readiness Instructor**

AACA's mission is to provide limited English speaking and economically disadvantaged people with education, occupational training and social services enabling them to realize lasting economic self-sufficiency.

Position Summary:

In collaboration with the Associated Builders and Contractors, AACA is seeking a Job Readiness Instructor to provide classroom instruction focused on professional development topics such as work ethic, professional appearance, time management, conflict resolution and leadership skills to ensure graduates success in the workplace. The Job Readiness class is part of a training program which will prepare young adult students for apprenticeships in the trades.

Hours: Part-time, 4.75 hrs per week: 2.5 hrs teaching, 1.25 hrs preparation, 1 hr meeting time

Classes held: One evening per week for 6 weeks. Classes will be held in at Malden High School.

Wage: \$50.00/hour

Primary Responsibilities:

- Develop, evaluate and modify contextualized curriculum and lesson plans according to program partners, employer input, student needs and supervisor feedback
- Conduct classroom instruction, starting and finishing classes promptly
- Develop and implement assessment tools and evaluate student progress through assigned work
- Maintain student records and keep student attendance records for each day of class
- Actively participate in program meetings and work collaboratively with program partners
- Participate in the development and implementation of programmatic and and class policies
- Secure substitute teacher when absent & prepare lesson materials for substitute teachers

Qualifications and Requirements:

- Bachelor's degree required.
- Experience teaching job readiness or teaching in job training programs strongly preferred
- Knowledge of the trades or construction field helpful

Salary: \$50.00/hour, no benefits

To apply, send resume and cover letter by April 12, 2018 to: HR Department, Asian American Civic Association, 87 Tyler Street, 5th floor, Boston, MA 02111 or Email: hr@aaca-boston.org

Asian American Civic Association is an equal opportunity/affirmative action employer.

