



## Lawrence Public Schools – Adult Learning Center - Bilingual Special Education Teacher, Full Time

### **About Lawrence Public Schools and the Adult Learning Center:**

Lawrence Public Schools is an urban district serving more than 13,000 students, the majority of whom are economically disadvantaged. More than 70% of our students speak a language other than English as their first language. We are committed to ensuring that our students, who have for too long been underserved, are provided with a high quality, free, public education at their local, district schools. The Lawrence Public Schools Adult Learning Center has been providing free Adult Basic Education and ESOL classes to the citizens of Lawrence, MA and the surrounding communities for more than 40 years. The ALC provides quality educational services to 500 – 600 students per year who desire to develop: English language, literacy, numeracy, and technology skills for further education, job training, and better employment. We also provide instruction in civics to help prepare students to pass the USCIS Citizenship Exam.

### **Lawrence Public Schools Adult Learning Center Vision:**

Is to ensure that all English for Speakers of Other Languages (**ESOL**) and Adult Basic Education (**ABE**) students achieve the learning goals they have set upon entry into our program. By improving students' skills in the areas of academics, language, technology, and workforce development, we will increase their opportunities to enter college, to obtain an industry-recognized credential, to expand their career choices, to enjoy a family-sustaining wage, and to become effective citizens of their community.

### **About This Position:**

The ALC **Adult Basic Education (ABE) Special Education Teacher** develops and provides specialized instruction to meet the unique needs of students with disabilities, evaluates and assesses student progress against instructional objectives, and functions as IEP Manager to assigned students that attend any of our programs (ESOL and/or ABE). The Special Education Teacher will ensure that students' prior IEP/Special Education accommodations are being addressed in the adult ed class and ensure that students are receiving standards-based and evidence-based instruction that is student-centered, and includes appropriate supports, and necessary accommodations. The Special Education Teacher will help students register for exams such as the **GED** or **HiSET** high school equivalency credential.

**Reports to:** Principal of the Adult Learning Center, and will work collaboratively with the following ALC staff: advisors, other ABE Educators, clerk's and support staff, as well as the School's Leadership Team.

**Responsibilities** will include, but not be limited to, the following:

- Teach, reinforce, remediate, and ensure mastery of academic content with individual students, small groups of students, and whole class of students in the assigned content areas (Reading, Writing, Social Studies, Math, Science);
- Plan, prepare and deliver instructional activities that facilitate active learning experiences and meet the College and Career Readiness Standards for Adult Education, and required Curriculum Frameworks for ABE & ESOL;
- Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge.
- Submit lesson plans consistent with ALC requirements, electronically, on a weekly basis;
- Use relevant technology to support instruction;
- Design and implement assessments that measure progress towards academic standards;
- Provide appropriate and timely feedback on student work;
- Use assessment data to refine curriculum and modify instructional practices;
- Communicate effectively, consistently, and professionally with students, and colleagues;
- Participate in curriculum design and revision, LPS/ALC professional learning opportunities, ABE program activities, and school-wide meetings and functions;
- Maintain and update all necessary records accurately, and completely, including attendance as required by ALC - ABE program, and ACLS;

- Maintain student behavior in the classroom by establishing and enforcing rules, routines, & rituals consistent with the Student Handbook and communicate serious incidents to the principal or advisors immediately;
- Participate in school and community events, such as seminars, field trips, community forums, and end of the year ceremonies, including graduation;
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs;
- Keep current with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities relative to the teaching of adult learners;
- Comply with school, district, city, and statewide policies, regulations, and laws;
- Adhere to rules of student confidentiality;
- Complete other duties as assigned;

### **Key Competencies:**

#### Knowledge:

- Familiarity with the field of Adult Basic Education, and HSE programs and exams specifically accommodations for test takers;
- Sound understanding of adult learning theory
- Solid knowledge base of math/science instruction or reading/writing/social studies instruction;
- Strong foundation in second language acquisition and linguistics;
- Demonstrated proficiency using digital literacy tools, as well as Word, Excel, and PowerPoint.
- Knowledge of Massachusetts' DESE-ACLS program guidelines, performance indicators & benchmarks, College and Career Readiness Standards for Adults;
- Experience with SABES professional development courses.

#### Professional Abilities:

- Professionalism in all areas of practice and in all interactions with students & staff;
- Commitment to the vision of the Lawrence Public Schools Adult Learning Center;
- Proven history of successful collaboration;
- Flexible & adaptable;
- Possess and model high standards for self and of student work;
- Set rigorous goals focused on instruction, assessment, and professional learning;
- Solutions-based approach to dealing with identified needs, problems, and or conflict;
- Willingness to take initiative and succeed in a fast-paced classroom/ school environment while remaining calm and focused when faced with unexpected challenges;
- Commitment to embrace the ideals of diversity and inclusiveness, and the equal rights of all people by advancing the understanding and appreciation of human differences including age, gender, race, ethnicity, ability, religious beliefs, sexual orientation, or socio-economic status;

#### **Qualifications:**

- Bachelor's Degree Required/ Master's Degree preferred;
- Bilingual (Spanish and English) Required;
- Valid Massachusetts Teaching License required, preferably in Special Education, ABE, ESOL, or ESL, or in a core content area (Math, ELA, Science, History);
- If possessing a MA DESE teaching license other than an ABE, ESL, or ESOL the candidate must have a deep understanding of RETELL obligations, and ability to meet SEI requirements for MA educators;
- At least three (3) years' experience teaching adults, preferably ABE or ESOL;
- Current Authorization to work in the United States.

Salary and benefits in accordance with the Lawrence Teachers Union contract and LPS policy.

**How to Apply:** Please apply for positions in Lawrence Public Schools by visiting [our website](#), or on School Spring