

**Blue Hills Adult Education Part-time Day Remote HSE Instructor**

**322 Sprague Street, Dedham 02026**

**POSITION:**  **Part-time Day Remote HSE Instructor**

**JOB DESCRIPTION:**

* Plan for and instruct multiple levelled HSE class in alignment with the College and Career Readiness Standards for Adult Education, the BHAE ELA curriculum, EBRI, CALM curriculum, TSTM, and ADEI
* Use best practices of online instruction to teach and lead online discussions of the course material
* Respond to student comments and questions posted online
* Write and submit weekly lesson plans based on unit instructional plans using the BHAE lesson plan template
* Use instructional practices that reflect high expectations, engage all adult learners, recognize learning styles, and reflect the diversity of the adult students
* Use a variety of formal and informal methods of assessment to measure adult student learning, inform differentiated instruction, and guide future instruction
* Engage in professional development, program-based or outside, to gain expertise or experience which align with EGE and program continuous improvement action plan
* Attend monthly staff meetings

**POSITION DETAILS:**

* Classes held online using Google Meet
* Tuesdays and Thursdays 9:30 am - 12:30pm
* 12 hours weekly (6 hours instruction, 6 hours prep)
* Begins September 1, 2023, and ends June 30, 2024
* Paid professional development (10 hours)
* Current hourly rate: $37.47

**DESIRED MINIMUM QUALIFICATIONS:**

* Bachelor’s degree, Master’s preferred
* ABE licensure preferred
* Experience in teaching adults preferred
* Organized and flexible in scheduling and conducting online instruction
* Experience with educational technology (Google Suite) with the ability to integrate these tools with instruction
* Imaginative about using online formats in new ways
* Passionate about connecting with students

**REPORTS TO:**  **ABE Director**

All interested applicants must complete a SchoolSpring.com application as soon as possible. Application

must include a letter of intent, resume and two letters of reference

**Equal Opportunity Employer. Diverse candidates encouraged to apply.**

Susan Haberstroh, ABE Director

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