North Shore Community College - PT Level 3 Instructor, Adult Education

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| Department: | Adult Learning Center |
| Locations: | Lynn, MA |
| Posted: |  |
| Type: | PT No Benefits |
| Ref. No.: | FY24-PT01 |
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**About North Shore Community College:**

North Shore Community College is a thriving and dynamic public community college with a strong learner-centered focus, serving more than 10,000 credit and non-credit students in 100-plus programs each year. With new facilities at our urban and suburban campuses twenty miles north of Boston, the College serves an ethnically and racially diverse population, as well as growing numbers of recent immigrants.

**Job Description:**

**PT Adult Education Instructor for Level 3 (GLE 9-12) class**

**1 position: Lynn campus**

**18 hours per week / 36 weeks per year {September – June}**

**Classes are held Tuesday, Wednesday and Thursday from 6:00 p.m. to 9:00 p.m.**

**Non-benefited, grant-funded MCCC unit position**

**GENERAL STATEMENT OF DUTIES:**

The Adult Learning Center (ALC) of North Shore Community College, based primarily on the Danvers campus, is funded by the MA Department of Elementary and Secondary Education to provide general instruction and College/Career Readiness services to individuals who have not earned a high school diploma. The goal of the program is to provide adults with opportunities to develop the literacy skills necessary to qualify for further education, job training and/or better employment.

Instructors in the ALC are responsible for planning and implementing instruction for adult learners who are transitioning to college and/or career advancement. Instructors will need to be able to:

* Participate in on-site, remote, and off-site training sessions to develop expertise with College and Career Readiness Standard-based curriculum resources
* Work collaboratively to develop and incorporate lessons from contextualized curriculum into classroom activity
* Develop lesson plans and teaching strategies that accelerate accomplishment of student learning goals within the established Scope & Sequence
* Engage in quarterly reflection and evaluation of Scope & Sequence; adjust as needed
* Provide direct classroom instruction, documentation of weekly lesson plans, oversight of classroom tutors and occasional follow-up with students
* Collaborate with the ALC’s Lead Instructor and/or College and Career Advisor to introduce students to career pathways and additional services that will support their transition to college or advanced career training

**SPECIFIC DUTIES:**

*Instructional Activities*

* Prepare and deliver group lessons for culturally responsive classroom instruction in the subject areas of math, science, social studies, reading and writing
* Understand and able to teach middle to high school math concepts and skills, including Number Sense, Geometry and Algebra
* Document lesson and unit plans with an established DESE template
* Utilize online curriculum resources and instructional tools; tailor lessons to the specific learning needs of the class with differentiated instruction
* Incorporate technology into group and/or individualized curriculum
* Elevate digital literacy level of all students
* Evaluate student progress on a regular basis using both formative and summative assessments

*Support and Advising*

* Support students on academic matters in consultation with the ALC staff team
* Incorporate student goals into lesson planning
* Introduce students to other college and community resources as appropriate
* Establish a safe and supportive classroom environment
* Commit to DEI principles and the ALC’s culture of continuous improvement

*Administrative*

* Communicate with the Lead Instructor and ALC Coordinator on a weekly basis
* Submit weekly electronic attendance information
* Ensure student participation in pre- and post-tests as necessary
* Compile listings of desired instructional materials and supplies
* Other duties as assigned

*Professional Development*

* Attend semi-monthly in-house staff meetings as needed and share ideas and resources
* Attend at least 12 hours of DESE or other relevant, professional development workshops per year
* Commit to ongoing self-reflection and assessment of teaching effectiveness
* Participate in monthly supervision with the ALC Coordinator

***SUPERVISION RECEIVED:***  Reports to the Senior Special Program Coordinator of the Adult Learning Center

**Requirements:**

1. Master’s degree or equivalent combination of education and experience
2. Minimum of two years’ experience teaching adult learners
3. Ability to teach multi-subject academic content
4. Successful experience interacting with culturally diverse populations
5. Demonstrated ability to plan and organize, manage schedules and keep accurate records
6. Strong interpersonal, communication, writing and public speaking skills
7. Ability to work three evenings per week

**Additional Information:**

**CRIMINAL HISTORY CHECK**: Criminal Offender Record Information (CORI) will be required of all eligible candidates.

**SALARY**: $30.82 per hour, non-benefited position

**ANTICIPATED STARTING DATE**: September 1, 2023

**GENERAL INFORMATION:** North Shore Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran or military status, genetic information, gender identity, or sexual orientation in it programs and activities as required by Title IX or the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Action of 1964, and other applicable statutes and college policies.  The College prohibits sexual harassment, including sexual violence. Inquires or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, Nikki Pelonia, the Massachusetts Commission Against Discrimination or the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights. North Shore Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Prospective employees are encouraged to review the College's Annual Security Report (ASR), in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act, which can be found on the disclosure page of the College's website by clicking [here](https://www.northshore.edu/safety/police/files/clery-disclosure-2022.pdf).

**Application Instructions:**

Please forward resume and cover letter indicating how your experience matches the qualifications for the position.