

MCAS BIOLOGY ADULT EDUCATION INSTRUCTOR – REMOTE/HYBRID POSITION

The Harvard Bridge Program is seeking an Adult Education Biology Instructor for the Adult Diploma Program (ADP) September 2024 – February 2025. Bridge Program participants are Harvard employees – hourly workers such as custodial & dining services employees. The Adult Diploma Program is for individuals who want to complete their high school credits and obtain a regular high school diploma. Class participants include English Speakers of Other Languages (ESOL) and adults returning to school seeking to acquire their high school diploma.

Instructor will be required to develop lesson plans and prepare learning material for classes that meet one or two times a week. Qualifications should include biology/science teaching experience. Instruction will begin in last week of September and continue through February 2025 to prepare students to take the February 2025 MCAS in Biology. There will be some weeks off around the winter holiday break. Join a group of caring instructors who are committed to helping employees improve their skills and reach their goals. Read more about the Bridge Program here:

<https://hr.harvard.edu/harvard-bridge-program>

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach biology concepts to a diverse group of students employing multimodal means of instruction
- Assess, plan, and implement lessons based on students' background knowledge
- Teach the 5 content strands covered on the 10th grade MCAS Biology test: Biochemistry and Cell Biology, Genetics, Anatomy and Physiology, Ecology, Evolution and Biodiversity
- Incorporate technology in class using appropriate instructional websites and provide opportunities for students to learn and practice technology skills. Google Classroom is used as the platform for homework and distributing learning materials for both online and in-person classes. (Instructors are provided with access to a Zoom account for online instruction)
- Provide on-going assessment of students
- Keep daily accurate student attendance records and report them promptly every week
- Participate in staff and program development activities

MINIMUM REQUIREMENTS:

- Bachelor's degree in related field or equivalent experience
- Minimum of two years of experience teaching biology/science
- Knowledge of methods and materials used to teach biology
- Experience conducting classes using video conferencing tools (e.g., Zoom, Google Meet)
- Comfortable using technology – such as Google Classroom, instructional websites

PREFERRED QUALIFICATIONS:

- Experience teaching adult basic education students and/or ESOL students
- Experience in curriculum development
- Experience with and sensitivity to the needs of adult learners in a community-based setting
- Experience using Google Classroom

TEACHING HOURS: Possible schedule: 1.5 hours or 2 hours between 9am and 12pm on a weekday, or 2 hours on Saturday mornings (between 9am to 12pm), plus paid prep time for every class.

Most classes will meet remotely, but instructor must be able to attend the first couple of classes in-person for student orientation, and an in-person instructor meeting in Cambridge, MA.

PAY: \$60/hour

If interested, please send a resume and cover letter to Jennifer Goulart, Senior Program Manager, Harvard University Bridge Program, Center for Workplace Development: jennifer_goulart@harvard.edu