



**Position Opening - Greenfield Site
High School Equivalency Instructor/Education and Career Advisor
Posted September 9, 2024**

The Literacy Project is seeking an Instructor for our High School Equivalency (HSE) class in Greenfield. The Instructor will also serve as the Education and Career Advisor for all students enrolled at the Greenfield site. 35 hours/week, \$29/hour, plus benefits.

The Instructor is responsible for planning and teaching a 12-hour/week high school equivalency class for adults (and young adults who are no longer enrolled in high school). The Instructor prepares students for all aspects of the high school equivalency tests (the GED and the HiSET), including math, reading, writing, science, social studies, digital literacy, and test prep. The Instructor uses evidence-based instructional methods, incorporates strategies from the science of reading, and builds the curriculum around students' interests and goals, varying the content to maximize student engagement.

This position also provides education and career advising to all students enrolled at the Greenfield site. The Advisor helps to ensure that all students have the holistic, wrap-around support they need to make progress towards their education and career goals. The Advisor helps students set and meet goals, locate and access social services, explore career options, and enroll in post secondary education and training. The Advisor works collaboratively with other TLP staff, as well as staff at other human service agencies, to ensure that students are accessing the resources and support they need to succeed.

Additional responsibilities include recordkeeping, classroom and site maintenance, site planning, and attendance at all mandatory organizational meetings and trainings. The Instructor/Advisor participates in The Literacy Project's monthly staff meetings, weekly case management and planning meetings, and on-going professional development opportunities.

A minimum of a Bachelor's Degree is required. Desired qualifications include demonstrated knowledge and experience teaching HSE-level curriculum to under-educated adults and youth, and newcomer and immigrant populations, using a student-centered approach. Experience with lesson planning and curriculum development, career and college planning, job search, and computer literacy is desired. Successful applicants will have exceptional interpersonal and communication skills, a strong commitment to the agency's mission and to diversity, equity, and inclusion, a love of learning, and enthusiasm for working in a collaborative team environment. A successful background screening/CORI is required for this position.

The Literacy Project is an EOE/ADA employer. Diverse candidates are encouraged to apply.

If interested in this position, please submit a resume and cover letter to the Executive Director Colleen Kucinski at jobs@literacyproject.org. Applications will be considered until the position is filled.