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**Job Title:** ABE STEM Teacher for Family Development Services/Technology Coordinator for Julie’s Family Learning Program

**Position  Hours**: 35 Hours per week/48 weeks

**Reports To:** Program Coordinator

**Teaching Schedule:** MTuWTh 9:00am-3:00 pm (12 hours of teaching, 6 hours of prep time)

**Meeting Schedule:** F 9:00-12:00 pm  and 1 afternoon a week 2:30-4:00 pm TBD

**To apply**: Send resume to [afernandez-buehrens@juliesfamily.org](mailto:afernandez-buehrens@juliesfamily.org)

**About Julie’s Family Learning Program**

Located in South Boston, Julie’s Family Learning Program has been dedicated to its comprehensive and holistic approach to developing strong, successful families since 1974. Our Family Development Services track targets families who often face multiple challenges, including substance abuse, domestic violence, trauma in their family systems, interrupted schooling, substandard housing or homelessness, unemployment, and poor health. The Family Development Services track offers up to 20 hours per week of classes designed to prepare program members to both earn a high school diploma and develop the life management, parenting, and personal resiliency skills necessary to successfully lead their families. While mothers are striving to reach their goals, their children (birth to 6 years of age) are reaching their own age-appropriate milestones in our state-licensed Child Development program which includes infant, toddler, and pre-school classrooms. In 2019, Julie’s was awarded funding from the Massachusetts Department of Elementary and Secondary Education (DESE) to expand its delivery of Adult Basic Education (ABE) to all who seek flexible opportunities to attain the educational credentials and workplace skills crucial to meeting their life goals.

**Job Summary:** The **ABE STEM Teacher** will provide group instruction of math, science (all levels), and computer skills to adult learners. The teacher must maintain student assessment information (both instructor-designed and standardized) to monitor student progress during the year.  The STEM teacher will provide in-person instruction as well as online resources for some students. The instructor will collaborate with other Family Development Services staff to offer integrated program offerings that are responsive to Julie’s learners’ needs and goals.  The **Technology Coordinator** will assist with maintaining the hardware in the technology lab and troubleshooting basic issues in the building.  The coordinator will also reach out to our IT support when issues are more complicated.  They will also teach and manage the Tech Goes Home classes.

**Essential Duties and Responsibilities** include the following.  Other duties may be assigned.

* Conduct an engaging, organized, and well-developed lesson
* Create a safe, respectful, and encouraging environment that is conducive to learning
* Maintain accurate and up-to-date student records (testing and attendance)
* Work with the Program Coordinator  to align the curriculum to the College and Career Readiness Standards for Adult Education
* Formulate well-defined and consistent objectives within the instructional level of students
* Incorporate appropriate technologies in lesson planning and instruction
* Attend staff meetings to collaborate  with other Family Development Services staff to develop services responsive to  and supportive of learner’s goals
* Assist students in registering for HISET/GED    testing, acquiring vouchers for payment, securing appropriate accommodations, and maintaining records of scores, testing information, etc.
* Attend at least 6 hours of professional development activities per year, or 2.5% of paid hours, whichever is greater
* New staff is required to attend the fifteen-hour teacher orientation provided by SABES in addition to the hours of required professional development

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

* **Understanding of the Adult Learner:**  Incorporates theories of and research in adult learning and in learning disabilities in designing effective instruction appropriate to the learning environment; Uses knowledge of the factors that influence adult learners' participation and persistence in adult basic education programs to increase learner success.
* **Diversity and Equity:** Interacts equitably and responsibly with all learners, while providing learners with strategies and tools to collaborate with other learners, co-workers, and community members.
* **Instructional Design and Teaching Approaches:** Designs curriculum relevant to the experiences, interests, and goals of learners, and the Family Development Service’s adult basic education curriculum frameworks; Integrates appropriate use of technologies into the adult education teaching and learning process; Develops learning objectives with students; Uses a variety of instructional methods and techniques that facilitate adult learning.
* **Learner Assessment and Evaluation:** Creates and uses formative and summative assessments to evaluate learner progress; Confers with colleagues to evaluate the effectiveness of instruction and modifies it based upon results and student feedback.
* **Facilitating the Adult Learning Environment:** Communicates effectively and appropriately with learners; Creates a supportive learning environment; Refers adult learners with challenging life issues to the appropriate resources; Incorporates the principles of lifelong learning into the classroom.

**Professionalism/Continuing Education:** Develops goals for an individual professional development plan; Meets the Professional Development requirements of DESE etc.; Is receptive to feedback and suggestions for growth and improvement.

**Education/Skills/Knowledge/Experience:**

* Bachelor’s degree or higher, Master’s degree preferred

**Required Qualifications:**

* 3-5 years of teaching  experience working with adult learners and urban populations
* Familiarity with the  College and Career Readiness Standards for Adult Education and the HISET/GED
* Strong listening, oral, and written communication skills
* Proficiency in a broad array of technological systems, programs, and tools including  Google Suite, Google Classroom, Microsoft Office Suite, and online academic resources (e.g. IXL, KET)
* Experience as a member of a collaborative leadership team

**Salary**

This position has a salary commensurate with experience. Benefits include medical/dental insurance and generous paid vacation/sick time.

**Equal Opportunity Employer**

*Julie’s Family Learning Program, Inc. is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.*