



## Lawrence Public Schools – Adult Learning Center - Paraeducator

### **About Lawrence Public Schools and the Adult Learning Center:**

Lawrence Public Schools is an urban district serving more than 13,000 students, the majority of whom are economically disadvantaged. More than 70% of our students speak a language other than English as their first language. The Lawrence Public Schools - Adult Learning Center has provided free Adult Basic Education and ESOL classes to the citizens of Lawrence, MA and the surrounding communities for more than 50 years. The ALC provides high quality educational services to 500 – 600 students per year who desire to develop: English language, literacy, numeracy, and technology skills for further education, job training, and better employment. We also provide instruction in civics to help prepare students to pass the USCIS Citizenship Exam.

**The Vision of the Lawrence Public Schools - Adult Learning Center** is to ensure that all English for Speakers of Other Languages (ESOL) and Adult Basic Education (ABE) students achieve the learning goals they have set upon entry into our program. By improving students' skills in the areas of academics, language, technology, and workforce development, we will increase their opportunities to enter college, to obtain an industry-recognized credential, to expand their career choices, to enjoy a family-sustaining wage, and to become effective citizens of their community.

### **About the Position:**

The ALC Para-educator is a highly valued professional within the ALC team. The individual will work closely with teachers and adult learners to provide instructional support in small groups, one-on-one, and in remote settings. In collaboration with HSE teaching and advising staff, the individual will provide direct instruction to adult learners preparing to earn their High School Equivalency (HSE) Credential. In addition, the Para-educator will also be responsible for supporting adult learners in accessing instruction through Aztec's GED Prep Solutions, and/or any other online instructional platforms.

**Reports to:** The ALC Principal, and works on behalf of adult learners in collaboration with HSE staff (teachers, advisors, assessment & data team, clerical team).

**Responsibilities in conjunction with the ALC Principal** will include, but not be limited to, the following:

- Establish appropriate professional learning goals for oneself;
- Provide occasional classroom coverage when an educator is absent;
- Collaborate with the HSE educator(s) to ensure that all adult learners have the necessary supports needed to access instruction;
- Deliver teacher directed academic instructional supports to assist learners preparing for the HSE;
- Monitor student progress in various digital platforms;
- Possess high expectations for self and adult learners by promoting an "I can do it attitude";
- Comply with school, district, city, and statewide policies, regulations, and laws;
- Adhere to rules of student confidentiality, and the use of "good judgment" relative to all staff/student interactions;
- Complete other duties as assigned.

**Key Competencies:**Knowledge of or willing to learn about::

- Field of Adult Education and understanding of adult learning theories;
- Digital technology and digital literacy tools, Chromebooks, Google Classroom, Microsoft Office Suite;
- Second language acquisition “best practices”;
- High School Equivalency preparation and learning standards related to attainment of HSE;
- Literacy, Numeracy, Digital Literacy skill development strategies including reading, writing, speaking, listening, finding, evaluating, organizing, creating, and communicating using digital tools;
- Willingness to attend SABES professional development courses.

Professional Abilities:

- Professionalism in all areas of practice and in all interactions with students & staff;
- Proven history of successful collaboration;
- Flexible, adaptable, and possess a sense of humor;
- Possess and model high standards for self, other educators/staff, and for students;
- Solutions-based approach to dealing with student needs, problems and/or conflict;
- Willingness to take initiative and succeed in a fast-paced school environment while remaining calm and focused when faced with unexpected challenges;
- Commitment to embrace the ideals of diversity and inclusiveness, and the equal rights of all people by advancing the understanding and appreciation of human differences including age, gender, race, ethnicity, ability, religious beliefs, sexual orientation, or socio-economic status.

**Qualifications:**

- Possess the qualifications of a Para Educator, as set forth by Every Student Succeeds Act;
- Have obtained an associate (or higher) degree, or
- Have at least two years of post-secondary education that is equivalent to at least 48 credit hours from an accredited higher education institution, or
- Have met a rigorous standard on one of the formal Massachusetts-endorsed Assessments: Parapro or WorkKeys;
- Bilingual, Spanish preferred;
- Current Authorization to work in the United States.

Schedule: Monday-Friday: 7:45am-2:45pm

Salary: Starting range \$22,000-26,000 and terms of agreement in accordance with the Lawrence Federation of Paraprofessionals contract and LPS policy.

**How to Apply:**

Please apply for this position on School Spring or on the Lawrence Public Schools' Website.