

Adult Basic Education Distance Learning Instructor

Work type: Staff Part Time, Hourly

Categories: Other Staff Positions

UNIVERSITY OF MASSACHUSETTS DARTMOUTH

POSITION DESCRIPTION

OFFICIAL JOB TITLE: Adult Basic Education Distance Learning Instructor

SUMMARY PURPOSE OF POSITION: The Workers' Education Program provides adult education such as Adult Basic Education (ABE), including GED/HiSET, English for Speakers of Other Languages (ESOL), and integrated skills training classes. The WEP has been grant funded through the Massachusetts Department of Elementary and Secondary Education since 1986. We are part of the university's College of Arts and Sciences and the Labor Education Center. The Adult Education Distance Learning Instructor will provide both in-person and remote instruction. This part-time, non-benefited position includes both daytime and evening hours.

The Adult Basic Education (ABE) Distance Learning Instructor serves as the Distance Learning coach for ABE students. The Instructor teaches classes (in-person, virtual face-to-face, remote) and maintains them in the Learning Management System (LMS). The Instructor administers and evaluates assessments, conducts student registration and orientation sessions, maintains student records, and collaborates with the ABE team to assist students with goal achievement and transitions to postsecondary education, training, and employment.

EXAMPLES OF PRIMARY DUTIES AND RESPONSIBILITIES:

- Serves as Distance Learning Coach for ABE students. (Aztec, Zoom, Blackboard, textbooks)
- Teaches classes (in-person, virtual face-to-face, remote) and maintains them in Learning Management System (LMS).
- Meets regularly with students to coach and monitor progress.
- Assigns work and monitors students' time on task, quality and completion of work.
- Creates lesson plans and selects and develops appropriate materials for class use.
- Administers and evaluates student assessments for class placement and Pre- and Post-testing [e.g. Test of Adult Basic Education (TABE) for reading and math and Massachusetts Adult Proficiency Test (MAPT) for reading and math].
- Conducts returning student registration and orientation sessions.
- Maintains appropriate student records (e.g. program rosters, assessments, attendance, waiting list, outcomes, contact notes, exit information).
- Collaborates with ABE teachers and Digital Literacy Coordinator to plan and implement lessons and coach students.
- Collaborates with Digital Literacy Skills Coordinator to register students for high school equivalency test and monitor test results.
- Plans, conducts, and participates in program development activities.
- Collaborates with advisor regarding student outcomes, progress, goals, referrals to community resources, and transitions to job training, employment, and post-secondary education.
- Maintains assessment certifications by participating in ongoing trainings and recertification activities.
- Participates in professional development activities.
- Completes any other duties as assigned by the Director.

MINIMUM QUALIFICATIONS:

EDUCATION: Bachelor's Degree in Education or related field.

EXPERIENCE: Experience working with the adult learner population.

OTHER: Computer literacy.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Ability to adapt teaching styles and materials to meet individual needs of students. Excellent oral and written communication skills.

Excellent interpersonal, cross cultural, and organizational skills.

PREFERRED QUALIFICATIONS:

Demonstrated experience working in the ABE field. Teacher certification.

Applicants must be authorized for employment in the U.S. on a full-time basis. Employment-based visa sponsorship not available.

Effective September 27, 2021, UMass Dartmouth requires that all members of the campus community are fully vaccinated against COVID-19 and provide proof of vaccination.

Please apply through the university's employment portal.

<http://careers.umassd.edu/dartmouth/en-us/job/511279/adult-basic-education-distance-learning-instructor>

To apply please submit a letter of interest, current resume and the contact information for three professional references.

The review of applications will begin immediately and continue until the position is filled.