

**Algebra II Course Instructor (Fall 2021)**  
**Tuesdays and Thursdays (12:30-3:00)**  
**Remote Instruction**  
**Job Description**

The **ADP Math Instructor for Algebra II** develops and modifies curriculum and daily lesson plans for this ADP math course, delivers classes to participants, tracks students' progress, and evaluates the academic progress of individual students on a scheduled basis. We employ an activity based approach and focus on project based learning and portfolio completion. The ADP Math Instructor is responsible for the instruction and logistical management necessary to ensure that all students complete and submit on time their MCAS-alt math portfolios.

**KNOWLEDGE/SKILLS/EXPERIENCE:**

- 2-5 years of teaching adults adult basic education math curriculum
- Highly proficient in Microsoft Office Suite
- Excellent interpersonal, communication and organizational skills
- Strong written and oral communication skills
- Excellent organizational presentation and facilitation skills
- Ability to deal tactfully and effectively with a diverse group of learners
- Knowledge of adult learning theory
- Ability to work as part of a team as well as independently
- Flexibility and adaptability to program changes a must
- Effective time management skills and ability to manage multiple tasks efficiently and accurately.

**EDUCATION REQUIRED:** BA/BS in Education, mathematics or related field, Master's a plus

**JVS CULTURE:** JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

**APPLICATION:** Please send cover letter and resume to [resumes@jvs-boston.org](mailto:resumes@jvs-boston.org). Please indicate in your cover letter the resource where you saw this listing. People with disabilities, people of color, women, veterans, Hispanic/Latino/Latina and LGBTQ candidates are encouraged to apply.

**AA/EOE**