

BIOLOGY ADULT EDUCATION INSTRUCTOR (REMOTE)

The Harvard Bridge Program is seeking an Adult Education Biology Instructor for the Adult Diploma Program (ADP) December 2021 – February 2022. Bridge Program participants are Harvard employees – hourly workers. The Adult Diploma Program is for individuals who want to complete their high school credits and obtain a regular high school diploma. Class participants include English Speakers of Other Languages (ESOL) and students returning to school seeking to acquire their high school diploma.

Instructor will be required to develop lesson plans and prepare learning material for classes that meet remotely 2x/week for 12 weeks. Qualifications should include biology/science teaching experience. Flexible late afternoon/early evening schedule. Instruction will begin in last week of November/first week of December 2021 and continue through February 2022 to prepare students to take the February 2022 MCAS in Biology.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach biology concepts to a diverse group of students employing multimodal means of instruction
- Assess, plan, and implement lessons based on students' background knowledge
- Teach the 5 content strands covered on the 10th grade MCAS Biology test: Biochemistry and Cell Biology, Genetics, Anatomy and Physiology, Ecology, Evolution and Biodiversity
- Incorporate technology in class using appropriate instructional websites and software, and provide opportunity for students to learn and practice technology skills**Google Classroom is being used to facilitate content during remote instruction
- Provide on-going assessment of students
- Keep daily accurate student attendance records
- Participate in staff and program development activities

MINIMUM REQUIREMENTS:

- Bachelor's degree in related field or equivalent experience
- Minimum of two years of experience teaching biology/science
- Knowledge of methods and materials used to teach biology
- Experience conducting classes using video conferencing tools (e.g., Zoom, Google Meet)
- Excellent oral and written communication skills

PREFERRED QUALIFICATIONS:

- Experience teaching adult basic education students and/or ESOL students
- Experience in curriculum development
- Experience with and sensitivity to the needs of adult learners in a community-based setting

TEACHING HOURS (remote): 4:00pm to 5:30pm 2X/week plus paid prep time (12 weeks). Classes are fully remote and may be all synchronous or a mix of synchronous/asynchronous, as student scheduling allows.

PAY: \$60/hour

If interested, please send a resume and cover letter to Jennifer Goulart, Senior Program Manager, Harvard Bridge Program, jennifer_goulart@harvard.edu.