



**Part-time ABE Educational and Career Advisor Opening at Blue Hills Adult Education  
322 Sprague Street, Dedham 02026**

**POSITION:** Part-Time - Adult Basic Education Educational and Career Advisor

**RESPONSIBILITIES:** Support adult students of diverse backgrounds and needs in an equitable and inclusive manner in their pursuit of post-secondary education, training, and employment. Identify student barriers to participation and refer students to appropriate social services. Work collaboratively with staff to create a culture of student self-efficacy and persistence.

This includes the following:

- Helps students understand and overcome personal, social or behavioral problems that affect their education. Help students identify strengths, anticipate barriers to success, and develop strategies to overcome barriers.
- Participates in intake and orientation to meet students; maintains regular contact throughout students' participation in the program; and follows up with students after program completion
- Maintains updated student data in program database.
- Provides information sessions on the availability of social and employment services as well as college degree programs, certificate programs, and vocational training.
- Helps student with goal planning and share this information with teachers.
- Confers with students, teachers and administrators to identify potential at-risk students.
- Fosters respect among teachers, staff, and students for differences in age, gender, ethnicity, and sexual orientation.
- Become certified in MAPT testing and use student results to inform and advise students
- Provides guidance to students on HiSet and GED test and testing procedures and student testing accommodations.
- Keeps ADA Coordinator records on updated compliance information
- Understands and observes all confidentiality guidelines as required by law
- Engages in professional development, program-based or outside, to gain expertise or experience which align with BHAЕ continuous improvement action plan

**Position Summary:**

Location: Capen School in Dedham

Tuesdays and Thursdays 6:30 - 9:30 pm

Begins September 1, 2022, and ends June 9, 2023

7 hours per week - (6 hours counseling; 1 hour student contact)

Paid professional development (10 hours)

Current Hourly Rate: \$31.36

**Qualifications:**

- Bachelor's degree
- Experience with Google Suite

**Reports to Program Director**

Please apply to Susan Haberstroh, [shaberstroh@bluehills.org](mailto:shaberstroh@bluehills.org) via SchoolSpring.  
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