



NON-CREDIT INSTRUCTOR - LEVEL 1 ADULT BASIC EDUCATION (PART-TIME)

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Department: Adult Education

Locations: Fall River, MA

Posted: Jul 21, 2021

Closes: Jul 31, 2021 - 11:59 PM EDT

Type: Part Time Non Benefited

Position ID: 133913



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About Bristol Community College:

Join the Bristol community for work and life!

Bristol Community College (Bristol) is an exciting place to work, learn, and grow! Bristol is one of the largest employers in the South Coast region and is dedicated to fostering an inclusive environment with a rich diversity of beliefs, cultures, languages, abilities, and lifestyles. Committed to enriching its educational experience through a supportive community, Bristol actively encourages candidates of all backgrounds to apply and achieve our vision to change the world by changing lives, learner by learner. Our employees work collaboratively across the college to ensure the practice of shared governance and transparency in helping to move the college towards comprehensive, innovative solutions, and to empower and meet the needs of our always evolving Bristol community. If you share a passion for helping a diverse student body succeed and enjoy a fast-paced, inclusive, and gratifying work environment, Bristol is the employer for you!

As a Commonwealth of Massachusetts employer, Bristol offers benefitted employees a comprehensive compensation and benefits package, including health, dental, life, long-term disability, retirement, flexible spending, and paid time off (vacation, personal, sick, and holiday pay). Tuition waiver discounts for Bristol and the Commonwealth's public higher education institutions are available for benefitted positions and certain non-benefitted positions. Non-benefitted positions are eligible for a retirement fund, paid time off (sick pay), as well as savings plans (available to all non-student employees). More information can be found on our Benefits website (<http://bristolcc.edu/bristolcommunity/facultystaff/humanresources/benefits/>).

Bristol Community College is an Equal Opportunity and Affirmative Action Employer (<http://www.bristolcc.edu/about/policiesdisclosureslegalstatements/consumerpolicies/equalopportunitynon-discriminationnotice/>). We value diversity and equity, and are committed to creating an all-inclusive community free from discrimination and harassment. Bristol believes that diversity, equity and inclusion among our community members is imperative to the success of our mission to serve our students well, and is the mainstay of our values.

MISSION

Bristol Community College provides an accessible, innovative and inclusive education that prepares students to navigate and succeed in our ever-changing world.

VISION

Advancing a vibrant, diverse community through education, learner by learner.

Job Description:

POSITION TITLE: Non-Credit Instructor - Level 1 Adult Basic Education (part-time)

DEPARTMENT: Adult Education

REPORTS TO: Associate Director of Adult Education

STATEMENT OF DUTIES: Adult Education (AE) instructors provide instruction for adults and youth in basic skills upgrading, high school equivalency preparation, and college and career readiness. Assignments may include, but are not limited to, teaching at the adult basic level (ABE) to the adult secondary level (ASE). The Level 1 Adult Basic Education Instructor teaches foundation reading, writing and math skills with an integration of social studies, science and workplace content. Instructors are responsible for maintaining student assessment results and tracking student progress throughout the year. Instructors will meet with students to define and update goals. The Instructor participates in the development and implementation of program curriculum that addresses the AE College and Career Readiness Standards and integrates employment skills. Classes may be offered in face-to-face, hybrid, or online modalities in Fall River. Classes are held during the day, with required afternoon meetings.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

- Prepare and instruct students, who have a variety of learning styles, with appropriate level materials and teaching strategies, in a face-to-face and/or remote learning environment.
- Prepare students for academic and career pathways.
- Develop a syllabus and daily lesson plans based upon assigned classes, program curriculum, and instructional priorities.
- Integrate digital literacy into curriculum, including education.
- Utilize educational software and equipment as warranted.
- Conduct appropriate assessment of student learning outcomes.
- Participate in goal-setting and goal follow-up with individual students.
- Maintain appropriate attendance and student performance records.
- Assist with student placement, registration, and orientation as needed.
- Collaborate with program staff to assist students in achieving their personal education and career goals.
- Participate in staff/program meetings.
- Engage in annual professional development activities related to professional standards and program goals to advance teaching skills and strategies.
- Assume responsibilities for additional educational projects related to the position.
- Complete required trainings, such as but not limited to, Information Security, Title IX, FERPA, and Bloodborne Pathogens.

- Focus on the Commonwealth's Equity Agenda by applying related best practices throughout all job functions and work collaboratively with a diverse faculty, staff, and student body.
- Perform other related duties as assigned.

Requirements:

EDUCATION AND EXPERIENCE

REQUIRED QUALIFICATIONS:

NOTE: Unless otherwise noted, all required qualifications must be met by date of hire.

- Minimum of a Bachelor's degree required.
- Minimum of two years of experience working with adult students from diverse educational and ethnic backgrounds in an instructional setting, focused on early reading development and foundational math skills .
- Demonstrated experience and education related to the specific teaching responsibilities.
- Experience in providing individualized and group instruction to non-traditional students.
- Demonstrated ability to adapt teaching style and materials to meet the individual needs of students.
- Demonstrated ability to work as part of a team and team-teach, if necessary.
- Demonstrated experience assisting students in meeting their education and career goals.
- Excellent verbal and written communication skills.
- Demonstrated ability to integrate technology into the teaching and learning processes, including providing distance learning opportunities for students.
- The ability to work effectively with a diverse student body, faculty, and staff.

PREFERRED QUALIFICATIONS:

- Minimum of a Master's degree preferred.
- Adult Basic Education (ABE) license or Secondary Teaching Certificate.
- Experience in early literacy instruction and learning disabilities along with a desire to work with low literacy adults.
- Experienced or certified in a structured, evidence-based reading program such as the Wilson Reading System.
- Demonstrated ability to design and/or utilize blended learning models.
- Ability to speak a language in addition to English.
- Experience using evidence-based practices in adult basic education.
- Prior online teaching experience, preferably using Blackboard or any Learning Management System.
- Robust understanding and demonstrated inclusion of best practices focused on access, equity, student success, and high impact practices.

Additional Information:

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The employee must meet the physical demands and work environment of the position. Reasonable accommodations may be made to enable those with disabilities to perform the essential functions of the job.

POSITION STATUS: This is a part-time, non-unit, non-benefitted position; The current vacancy exists in the day program.

STARTING DATE: Academic Year 2021-2022

SALARY: \$29.40 per hour.

Application Instructions:

TO APPLY: Please complete our online application by clicking on the "Apply" button. The position will be open to applicants until filled. Applications submitted within 10 calendar days of the posting date will receive priority consideration.

REQUIREMENTS TO COMPLETE APPLICATION PROCESS:

- 1) A completed Bristol Community College Employment Application.
- 2) A current resume/curriculum vitae.
- 3) A cover letter that demonstrates how your skills and experience meet the desired and required qualifications of the position (not limited in length).

All candidates must have legal authorization to work in the United States. Bristol Community College is an institution that does not sponsor work authorization.

A pre-employment criminal background check will be conducted for all positions.

The college will independently verify education credentials as provided on the application. For certain positions that require a college degree, the hired candidate must supply official transcripts upon hire. Transcripts must include your name and degrees conferred.

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[Frequently Asked Questions \(FAQ's\) ?](#)

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