



Division of
WORKFORCE PARTNERSHIPS
 Adult Education

CCRI Adult Education is hiring 2-3 part time facilitators this spring. Candidates can be available AM or PM.

For AM we are looking for a facilitator to support the next 8 week session of AM Bridge class starting in the first week of April. (Class time 9 – 12 M, T, W, Th, + 6 hours prep = 18 hours per week)

For PM we are looking for facilitator to work with PM Bridge class. In particular, we would like to run a math only section three evenings / week (exact schedule TBD).

We are also looking for people interested in working with the team to train as substitute facilitators (or potential full class facilitators) for next year. Depending upon schedule, need and interest new facilitators will work additional hours training in Bridge program curriculum and RI-BEST class development.

If interested, please apply through CCRI HR here: [CCRI Employment Opportunities | RI-BEST Adult Education Facilitator](#)

Position Title	RI-BEST Adult Education Facilitator (G20070 0)
Position Category	Temporary/Part-time
About CCRI	<p>The Community College of Rhode Island is the state’s only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.</p> <p>At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.</p> <p>We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.</p> <p>We are OneCCRI, working together to prepare learners to achieve their highest potential.</p> <p>To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: https://www.ccri.edu/equity/culture/guidingprinciples.html</p>



Job Summary

Adult Education Facilitators work with Bridge to Best and RI-BEST students to develop long-term independent skills in content area foundations and pre-college mathematics. AE Facilitators help students become independent learners and to transition from tutorial support as they enter CCRI pathways.

Duties and Responsibilities

Non-Credit Bridge to Best (Bridge) Program:

- Use Bridge program practices that reflect the diversity, needs and issues of the adult learner population.
- Maintain a professional environment characterized by respect and equal opportunity for all students regardless of race, ethnicity, national origin, language, gender, religion, economic status, disability or sexual orientation.
- Facilitate 8 week Bridge sessions by encouraging collaborative learning and engaging students in determining the most effective learning environment.
- Explicitly define, model and support skills and attitudes necessary for lifelong learning, and facilitate self-directed learning enabling students to connect learning to their lives.
- Develop group and individual facilitation strategies aligned with student needs and with objectives that lead to achieving common and individual goals.
- Adapt and modify facilitation approach from day to day and even within the course of each day in response to student needs and interests.
- Determine students' level of language proficiency and adjust activities accordingly using mathematical, linguistic, literary and scientific skills to meet the needs of English Language Learner, Adult Basic Education and Adult Secondary Education students.
- Lead a range of activities that include activation of background knowledge, modeling, academic application, physical action and real world application and that accommodate the full range of learner skills and abilities.
- Encourage the development of communication and higher order thinking skills by using peer editing techniques and standard editing markup to collaborate with developing student writers.
- Record and evaluate attendance and participation, and gauge student proficiency with hands-on assessments.
- Use other formal and informal assessments to guide student development and review of learning plans.
- Coach students preparing for GED and Accuplacer testing.
- Collaborate with Bridge team to evaluate student work and generate educational options for students.
- Conduct intake, midpoint, and exit interviews with all students to evaluate and document academic progress and to assist in understanding of educational options.
- Assess the vocational interests, aptitudes and skills of students; provide vocational information and exploration necessary for career decision-making.



- Assist students in the interpretation of testing / assessment results for GED, Accuplacer and other assessments as needed.
- Help students articulate their goals and assist in the development of learning plans that complement their career pathways.
- Collaborate with staff to connect students to resources needed to overcome barriers to accessing education.
- Facilitate college transition activities for adult student groups.

Technology:

- Use Google and other digital platforms to work with students and with Bridge team.
- Encourage students to use technology to communicate and represent ideas.
- Model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate and use information resources to support research and learning.

OTHER RESPONSIBILITIES:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.
- Other job-related duties required by the position.

Minimum Requirements

QUALIFICATIONS:

- Bachelor's degree required
- Three years of experience working with adult students or adults with learning difficulties and an understanding of differentiation and universal design required.
- Experience motivating students in the learning process required.
- Excellent interpersonal communications required.
- Knowledge and proficiency in Google G-Suite and/or Microsoft Office is required.