


English Language Arts (ELA) Instructor - Adult Basic Education


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Salary ⓘ	\$30.03 Hourly	Location ⓘ	Holyoke, MA
Job Type	Part-time, Non-Benefited	Division	Business & Community Services
Job Number	NB-22-13		
Closing	8/17/2021 11:59 PM Eastern		

DESCRIPTION

QUESTIONS

For fall 2021, ALC classes will be **in person on Tuesdays** and **on Zoom on Thursdays**.

Delivers classroom instruction at the HCC Adult Learning Center, an **evening** community education program providing adult basic education (high school equivalency and career/college readiness) classes located in downtown Holyoke. The program seeks to guide learners in identifying career goals and developing college and career readiness skills, leading to employment or placement in a job training program or postsecondary education. The program runs Sept. through June (regular cycle is 36 weeks).

This position provides instruction in **Level 3 ELA (Grade Level Equivalent 9-10)** classes for 2.5 hours per week, with 1.25 hours per week of planning and 1 hour per week for staff meeting. Total hours – 4.75 hours per week. ELA reading instruction focuses on improving fluency and comprehension, especially of complex non-fiction, and provides writing instruction focused on moving toward mastery of Standard Edited English grammar, mechanics, usage and spelling; and the elements of composition. The instructor will integrate digital literacy into all classroom instruction.

1. Participates in continuous improvement of ELA curricula strategies.
2. Aligns subject content to curriculum with College and Career Readiness Standards and HiSET/GED curriculum.
3. Creates weekly lesson plans aligned with DESE curriculum frameworks and CCR standards
4. Creates learner-centered classroom environment.
5. Delivers differentiated classroom instruction in a variety of formats including large group, small group, one-on-one and computerized instruction.
6. Uses EBRI (evidence based reading instruction) for teaching ELA classes.
7. Incorporates technology and digital literacy into instruction.
8. Integrates and effectively uses tutors in the classroom.
9. Develops familiarity with WIOA guidelines.
10. Creates and maintains academic and attendance records.
11. Administer MAPT assessments to students.
12. Identifies three professional goals per year.
13. Attends SABES, ABE and online professional development trainings that align with program and personal professional development goals.
14. Attends weekly HCC/ALC staff meetings and annual retreats.
15. Meets with supervisor as scheduled.
16. Maintains compliance with DESE and ACLS guidelines.
17. Performs other duties as assigned.

Qualifications

REQUIRED: Bachelor's degree and at least two years' experience in Adult Basic Education, community college-level developmental English or related field, strong written and interpersonal communication and technology skills; excellent organizational skills; commitment to professional and program development; commitment to learner-centered teaching; ability to work effectively and flexibly with a diverse faculty, staff, and student body.

PREFERRED: Master's degree, strong knowledge of Adult Basic Education pedagogy and understanding of issues confronted by ABE learners in Holyoke. Flexibility and creativity in curriculum development targeting student needs. Familiarity with trauma-informed practices and culturally relevant pedagogy. Experience teaching using Google classroom and Zoom.

EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position.

Part-Time, Non-Benefited, MCCC Unit Position

Hours: 4-5 hours/week for 32-35 weeks (Tues./Thurs. evenings)

Funding Source: Grant

Anticipated Start Date: Sept. 7, 2021

- All candidates must have legal authorization to work in the United States. HCC is not sponsoring H1B Visa.
- Pre-Employment Background check, including Criminal History will be conducted for all positions.

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Agency

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