

# East Boston Harborside Community School

## EDUCATION PROGRAM

**POSITION:** HSE 2 Instructor (GLE 4-8)

9 hours/week

42weeks/year

**SCHEDULE:** Monday & Thursday 5:00 – 8:15

### **RESPONSIBILITIES:**

- Prepare for two *hybrid learning* evenings (2 - 2<sup>1/4</sup> hour evenings of instruction in reading, writing, math, and critical thinking skills for GLE 4-8 (prep time provided)
- Develop and/or adapt curriculum material to student academic, career, and personal goals using the MA ABE Curriculum Frameworks & the College and Career Readiness Standards (CCRS)
- Assess incoming students and develop an individual learning plan along with the HSE Education and Career (ECA) Advisor
- Oversee aspects of the MAPT Assessment Testings
- Take Daily Attendance to be handed in nightly and maintain monthly attendance.
- Work closely with the HSE Education and Career Advisor and participate in counseling & referral of students
- Prepare post-cycle statistical evaluation material for program administration
- Attend staff meetings as required including meeting with HSE staff to coordinate services and plan program activities
- Participate in activities related to staff and program development
- Operate within the philosophy of the Adult Learning Program and work toward meeting program goals

### **QUALIFICATIONS:**

Experience teaching adult education - 1 year plus

Bachelor's degree required in education or related field

Knowledge of adult education curriculum materials and methods

Ability to work collaboratively with a diverse staff

Experience working with culturally diverse population

Bilingual/bicultural a plus

Comfortable working with GSuite (Gmail, Google Drive, Google Classroom, etc.)

### **PLEASE SEND RESUME TO:**

Carol Baglio: [cbaglio@ebhcs.org](mailto:cbaglio@ebhcs.org)

