

## Spanish HiSET Program Coordinator

**Overview:** This position is for 32 hours per week, Monday through Friday, at \$30 hour, starting August 15, 2022 until approximately June 16, 2023. This position is open until filled.

The HiSET Program Coordinator is expected to work one evening per week, virtually, to better support the evening HiSET students and staff. The particular evening may be determined by him/her, but we strongly encourage that it stays the same day of the week each week. The remaining hours will be in-person.

The HiSET program coordinator will report directly to the director of education.

Holidays are paid according to MUA's calendar. The rest of the schedule is subject to negotiation. This position does not include health benefits. There is no personal time off during the probation period.

- The week starting *Monday, August 15*, will be orientation for the ESOL and HiSET program coordinators, to be led by the director of education, in person.
- The week starting *Monday, August 22*, will be for planning the following week's staff orientation, assessing the levels of students on the HiSET waiting list, and additional onboarding.
- The week starting *Monday, August 29*, will be staff orientation. All staff, new and returning, are expected to attend all training sessions, in person. The HiSET program coordinator will lead specific sessions (to be determined beforehand.)
- The week starting *Tuesday, September 6*, will be for collaborative lesson planning, connecting with students, lesson planning, and classroom/technology set-up. Staff are expected to work in person, and the HiSET program coordinator is expected to support other HiSET instructors (daytime and evening).
- The week starting *Monday, September 12*, will be student orientation and pre-testing. All staff are expected to attend the student orientation and assist with pre-testing. Teachers are expected to meet with their specific students and distribute notebooks, folders, class syllabus, and any other materials needed, as well as help their students connect to Google Classroom and the class Whatsapp group. Staff are expected to work in person.
- Classes will begin on *Monday, September 19*.

### Direct Teaching Hours & Responsibilities (15 hours)

- Teach one section of Pre-HiSET (GLE 4-6), Monday through Thursday, from 9:30 AM - 12:00 PM (10 class hours per week)
- Write detailed unit plans at the start of each unit (approximately one per month) and upload to shared Google Drive. Unit plans should incorporate: College and Career Readiness Standards for Adult Education (CCRSAE), evidence of scaffolding and differentiation, a variety of engaging, relevant, and authentic materials, digital literacy elements, culturally diverse and relevant teaching practices, key WIOA mandates

(financial literacy, civics, workforce preparation, family literacy, etc.), clear and measurable objectives, and assessment methods

- Create and upload lesson plans and original materials to shared Google Drive on at least a weekly basis
- Incorporate high-quality curriculum materials and resources into lessons, including but not limited to: Teaching Skills that Matter, CALM, Newsela, *The Change Agent*, AZTEC en español, and Google applications
- Use Google Classroom as the primary learning platform for each group of students and Whatsapp as the primary communication channel
- Enter attendance daily in MUA's monthly attendance spreadsheets for own class; include clear, detailed explanations for student absences/excused absences
- Connect own students with the trainings, workshops, and other services offered at MUA, as well as with MUA's daytime career coach/next steps coordinator; ensure students participate in MUA's workshops and special events and attend assessment appointments
- Communicate on at least a monthly basis with daytime career coach/next steps coordinator about own specific students' needs, progress, and goals

#### **HiSET Program Coordinator Responsibilities (17 hours):**

- Supervise all daytime and evening HiSET instructors. Supervising duties include: Ensure that instructors take attendance on a daily basis, upload high-quality unit plans and lesson plans that are aligned with the CCRSAE to shared Google Drive, and participate in high-quality professional development opportunities throughout the year; evaluate instructors' unit plans and lesson plans and provide written feedback; assist instructors in identifying areas of potential growth in their practice and support them in making those improvements; assist with onboarding new staff; communicate any staff or student concerns to the director of education and/or co-directors
- Perform classroom observations and lead follow-up meetings with HiSET staff four times per year; provide summary reports of observations to director of education
- Ensure HiSET staff are consistently working toward personal and program goals as established at the beginning of the academic year
- Administer student feedback forms to all HiSET classes via Google Forms two times per year; provide summary reports of evaluation results to director of education
- Lead biweekly meetings with the HiSET team to discuss best practices, review unit plans and lesson plans (with the intention of ensuring horizontal and vertical alignment across the department), share any agency news/updates from the field, and provide a space for peer support/team-building; share notes from meetings with director of education *(To the extent possible, meetings should include daytime and evening HiSET instructors. If this is not possible, biweekly meetings should be scheduled with both groups of instructors. Meetings with evening instructors are to be held via Zoom.)*

- Participate in bi-weekly meetings (every other Friday) with MUA's consultant; summarize content to share with evening staff who are unable to attend
- Support teachers' professional growth, building from teachers' self-assessments and professional growth plans that are aligned to the Massachusetts Professional Standards for Teachers of Adult Education, the Mathematics Proficiency Guide for Teachers of Adult Education, and the Language Arts Proficiency Guide for Teachers of Adult Education
- Meet monthly with ESOL program coordinator and director of education to review student performance, teacher evaluations and lesson plans, assessment needs, news from the field, community partnerships (career centers, training programs, community colleges, DTA, WIOA stakeholders), etc.
- Actively participate in MUA's continuous improvement goals (assisting in the fulfillment of MUA's all-program goals, while also setting and working toward individual goals)
- Participate in high-quality professional development to assist in achieving personal and program goals (at least one training per quarter): proactively seek out professional development opportunities on the SABES calendar (focusing on MA Professional Standards for Teachers of Adult Basic Education, digital literacy integration, NRS Assessments, best teaching practices, resources, and curriculum frameworks, and educational leadership, in particular), share registration information with the director of education, and bring back takeaways for the rest of the HiSET team
- Attend trainings and be well-informed about all software and materials available for the HiSET classes (including but not limited to AZTEC, Leamos, and Newsela); support teachers in learning how to integrate the software effectively in their classes; provide feedback to director of education on which software/materials to purchase or renew
- Administer NRS pre-/post-assessments, with support of the ESOL program coordinator and instructors
- In collaboration with the career coach/next step coordinators and the ESOL program coordinator, schedule and lead whole-class testing days three times per year; ensure all new students receive a pre-test before their first day of class (pre-determine testing dates for orientation week each month); and ensure that all students who leave the program receive a post-test in a timely manner
- Score assessments and share results with director of education in a timely manner
- Coordinate all HiSET program volunteer tutors: train and support volunteers (new volunteers will be first vetted by director of education); connect volunteers with instructors; assist instructors in matching volunteers with students in need of extra support
- Assist director of education with assessing initial HiSET class level of new applicants and update the HiSET waiting list accordingly; Check the waiting list on at least a weekly basis to ensure all new applicants have received a placement exam and score placement exams in a timely manner
- Contact new applicants on the waiting list to discuss their education backgrounds and goals to confirm that MUA's HiSET program is aligned with those goals

- Upload relevant community resources, events, and announcements to MUA's student resource webpage; stay up-to-date on events and opportunities in the community, particularly from career centers, BPS, community colleges, and other ACLS-funded programs
- Assist co-directors and director of education with interviewing/hiring HiSET staff
- Ensure all HiSET students participate in weekly Link English classes; maintain accurate class rosters and track attendance; coordinate with ESOL program coordinator to determine HiSET students' English proficiency levels
- Register students for HiSET exams at the HiSET Testing Centers, either onsite or virtual
- Assist with providing additional support and mentoring to HiSET youth; ensure files are up-to-date for these students; collect any necessary documentation with under the supervision of Co-Director Zoila Diaz
- Follow all students in WIOA Youth database for one year after separation from program, and enter updates for these students
- Submit timesheets on a weekly basis on Fridays to Co-Director Zoila Diaz
- Other duties as necessary.

---

### Requirements:

- Bilingual in English/Spanish
- Bachelor's degree required; Master's degree preferred (preferably in Secondary Education, Adult Basic Education, or related field)
- At least two years of experience teaching adults, preferably in adult basic education (ABE) or high school or bilingual programs funded by the Department of Elementary and Secondary Education (DESE)
- At least two years of leadership experience in the education sector
- Ability to work independently with minimum supervision and direction
- Strong Zoom skills (experience with Google Meet and Microsoft Teams also preferred)
- Strong Microsoft Office/Google Workspace and internet skills
- Demonstrated ability to create high-quality lesson plans and unit plans
- Ability to work as part of a team environment
- Experience teaching remotely and experience incorporating digital literacy skills and technology into lessons
- Familiarity with the HiSET exams and preparing students for the exams
- Familiarity with best practices for adult education, incorporating the CCRSAE into lesson plans, differentiation/scaffolding strategies, and culturally responsive education
- Experience working with students with low-literacy levels
- Highly organized and communicative
- Strong attention to detail

- Strong time management skills
- Desire and ability to work with people from diverse, cultural, linguistic, racial, and economic backgrounds
- Commitment to MUA's mission and desire to work toward organization's continuous improvement goals
- Commitment to the advancement of low-income Latina girls and women and other immigrant populations

**Preferred:**

- Proficiency in additional languages (especially Spanish, but other languages are also highly valuable)
- Familiarity with WIOA mandates
- Certified to administer BEST Plus 2.0, TABE CLAS-E Reading and Writing, and MAPT-CCR for Reading and Math assessments (*If not already certified for one or all, certification will be required within the first two months of contract.*)

**How to Apply:**

MUA is an equal opportunity employer and bilingual persons and persons of color are encouraged to apply. This position is open until filled. Please email current résumé and thoughtful cover letter to:

Ms. Johannah Malone, Co-Director

johannah.malone@muaboston.org

Mujeres Unidas Avanzando

Dorchester, MA 02122

\*\*\*Final candidates will need to provide two references and a sample lesson plan.\*\*\*