

MATH ADULT EDUCATION INSTRUCTOR (REMOTE)

The Harvard Bridge Program is seeking an Adult Education Math Instructor for the fall Adult Diploma Program (ADP). Bridge Program participants are Harvard employees – hourly workers. The Adult Diploma Program is for individuals who want to complete their high school credits and obtain a regular high school diploma. Class participants include English Speakers of Other Languages (ESOL) and students returning to school seeking to acquire their high school diploma.

Instructor will be required to develop lesson plans and prepare learning material for classes that meet remotely 2x/week for 12 weeks. Qualifications should include teaching experience and certification in math. Flexible late afternoon/early evening schedule. *Instruction will begin in mid/late-August and continue through early November 2021. Possibility for additional Spring 2022 course depending on enrollment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach math to a diverse group of students employing multimodal means of instruction and using manipulatives as appropriate
- Assess, plan, and implement lessons based on students' math levels and individual goals
- Teach the 5 content strands covered on the 10th grade MCAS Math test: Number Sense and Operations; Patterns, Relations, and Algebra; Geometry; Measurement; Data Analysis, Statistics and Probability
- Incorporate technology in class using appropriate instructional websites and software, and provide opportunity for students to learn and practice technology skills**Google Classroom is being used to facilitate content during remote instruction
- Provide on-going assessment of students
- Keep daily accurate student attendance records
- Participate in staff and program development activities

MINIMUM REQUIREMENTS:

- Bachelor's degree in related field or equivalent experience
- Minimum of two years of experience teaching math
- Knowledge of methods and materials used to teach math
- Experience conducting classes using video conferencing tools (e.g., Zoom, Google Meet)
- Excellent oral and written communication skills

PREFERRED QUALIFICATIONS:

- Experience teaching adult basic education students and/or ESOL students
- Experience in curriculum development
- Experience with and sensitivity to the needs of adult learners in a community-based setting

TEACHING HOURS (remote): 3:30pm-4:30pm or 3:30pm-5:00pm 2X/week plus paid prep time (12 weeks). Classes are fully remote and may be all synchronous or a mix of synchronous/asynchronous, as student scheduling allows in fall 2021.

PAY: \$60/hour

If interested, please send a resume and cover letter to Niki Radvany, Harvard Bridge Training Program Manager, nicole_radvany@harvard.edu.