

Posting #NB-22-72 - PLEASE POST – October 27, 2021

POSITION: Instructor – (Adult Basic Education) – Multiple positions

Part-time, non-benefited MCCC unit position

- 1) Social Studies Level 1, 2, & 3 Instructor (usually Mon./Tues. evenings)
- 2) Math level 1 Instructor (usually Tues./Thurs. evenings)

Anticipated Start Date: Jan. 3, 2022

COMPENSATION: Salary: \$30.03/hour

Hours: 5-7 hours/week for 18-22 weeks (usually Mon./Tues./Thurs. evenings)

Funding Source: Grant

GENERAL SUMMARY:

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 37 weeks). For fall 2021, classes on Monday and Tuesdays at ALC have been in person at the Picknelly Center (PAFEC). Thursday classes have been on Zoom. We expect the spring schedule to be similar.

The *first* position provides instruction in **Level 1, 2, & 3 social studies** (Grade Level Equivalents 3-5, 6-8, 9-12, respectively) classes for 3.75 hours per week, with 2 hours per week of planning and 1 hour per week for staff meeting. Total hours – 6.75 hours per week. This position provides basic instruction in social studies including inquiry-based and hands-on instruction and exploration including geography, history, economics and civics/government. The instructor will integrate digital literacy into all classroom instruction.

The *second* position provides instruction in **Level 1 math** (Grade Level Equivalent 3-5) classes for 2.5 hours per week, with 1.5 hours per week of planning and 1 hour per week for staff meeting. Total hours – 5 hours per week. This position provides basic instruction in math including inquiry-based and hands-on instruction and exploration including algebra, number operations, statistics and measurement. The instructor will integrate digital literacy into all classroom instruction.

Applicants should indicate which subject area they are qualified to teach in (which instructor position they are applying for), math or social studies.

EXAMPLES OF DUTIES:

1. Participates in continuous improvement of math/social studies curricula strategies.
2. Aligns subject content to curriculum with College and Career Readiness Standards and HISET/GED curriculum.
3. Creates weekly written 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 math/social studies 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 & online professional development that align with program 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.

- REQUIRED QUALIFICATIONS:** Bachelor's degree and at least two years' experience in Adult Basic Education 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 QUALIFICATIONS:** 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.
- 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.
- **Please Note:** Candidates for employment should be aware that all Holyoke Community College students, faculty, and staff must be fully vaccinated **by January, 2022**. Accordingly, initial employment is dependent upon receipt and verification of full vaccination status records; details of how to fulfill vaccine record verification requirements will be provided during the hire and onboarding process.
- **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.**
- Holyoke Community College is committed to excellence and opportunity through diversity in education and employment. Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin, in its education programs or employment.*
- TO APPLY:** Applicants interested in applying **MUST** submit the following documents online to: www.hcc.edu
- Resume, Cover Letter and List of 3 Professional References with names, e-mail addresses, and phone numbers.
- DEADLINE:** Screening will begin with applications received by **November 10, 2021**. Additional applications may be considered until position is filled.

An Equal Opportunity/Affirmative Action Employer

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