



ADULT EDUCATION PROGRAM

Job Title: **Instructor for HiSET/GED**

Program: Adult Education

Report to: Revere Community School Coordinator

Location: In-Person at Revere High Schools, Revere, MA

Duration: September 2023 to June 2024.

Pay rate:

This is a part time position with a regular 2 day/week schedule on Monday and Wednesday or Tuesday and Thursday from 5:30 – 8:00 p.m. for a total of 5 hours instruction plus 3-hour prep time.

Revere Community School is an adult education program under the Talent and Culture Department and located at Revere High School. Established in 2013, our Mission is to ensure quality, robust community-based learning opportunities for residents of Revere, where they can improve their English language skills, attend college preparedness classes, gain employment and citizenship preparation.

Scope of Work

Revere Community School invites qualified applicants to apply for a part-time teaching position for the High School Equivalency Diploma Program (HiSET) in Revere, MA. The HiSET program is funded by grant and is designed to assist high school drop outs and adults obtain their HiSET diploma. The Instructor will be responsible for developing the curriculum and delivering the course material in English. Other duties include administering placement testing to gauge students' academic skill levels, preparing and delivering instruction on social studies, math, science and reading and writing to students 16 and older and not enrolled in school. The instructor will help student meet necessary goals and prepare students for the HiSET exam.

Job Duties: Duties include planning lessons, monitoring and assessing student progress on an ongoing basis, creating and monitoring Individual Learning Plans with students, and collecting, recording and reporting all necessary information related to students in a timely manner. Classroom instruction should be interactive and incorporate a variety of teaching techniques, materials, and resources, including HiSET test preparation in all subject areas.

- Creates and develops curriculum, lesson plans, teaching materials, and Individual Learning Plans to aid students in developing skills and confidence in basic academic areas
- Design and Implement contextual ABE/HiSET curriculum, instructional materials and activities, aligned with Massachusetts College and Career Readiness Standards
- Integrates computer-aided instruction into lessons as appropriate.
- Address the needs and skill levels of adult learners who are functioning below the 12th grade level in areas including reading, writing, math, social studies, and science.
- Provide individualized instruction to each student by promoting interactive learning

- Monitors and assesses students' progress on a regular basis.
- Organize and maintain written documentation of classroom and student activities in case notes and disseminate according to program requirements.
- Maintain attendance records, academic progression, and student HiSET files
- Manage student behavior in the classroom.
- Administer pre assessment and placement of students
- Help students develop career pathway goals and plans.
- Participates in staff meetings.
- Participates in professional development as appropriate to the position.
- Providing guidance to volunteer tutors who will work with students one on one or in small group settings

Qualifications

Bachelor's degree or higher in education or related field preferred; two + years' experience of ABE/HiSET instruction and curriculum development; solid Math and Science skill; experience working with young adults. GED/HiSET Certified.

Additional Qualification

- Outstanding personal and interpersonal communication skills
- Excellent organizational skills
- Demonstrated ability to work independently
- The ability to keep accurate records
- The ability to incorporate current technology into the classroom environment
- The ability to work with a diversity of individuals and groups
- Excellent problem solving skills to analyze issues and create action plans
- Requires ability and willingness to do the required testing, attendance and other paperwork.
- The ability to establish and maintain constructive relationships
- Relating and inspiring students, ranging from reaching out to those students in need of help to challenging the best students
- Imparting excitement and enthusiasm into teaching ABE/HiSET
- Demonstrating a sound knowledge of ABE/HiSET in a wide range of levels
- Fostering a climate of equity and belonging through multicultural appreciation and awareness
- Working/interacting effectively with colleagues, staff, students, administrators and others of various cultural and socioeconomic backgrounds
- Produce a minimum outcomes of diplomas by the end of June

How to Apply:

Qualified candidates, please send your resume and cover letter to: fdrammeh@reverek12.org. No phone calls please. **Dateline**

Revere Community School is an adult education program under the Park and Recreation Department and located at Revere High School. Established in 2013, our Mission is to ensure quality, robust community-based learning opportunities for residents of Revere, where they can improve their English language skills, attend college preparedness classes, gain employment and citizenship preparation.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.