



## Lawrence Public Schools – Adult Learning Center –PT Adult Advisor/Counselor

### **About Lawrence Public Schools and the Adult Learning Center:**

Lawrence Public Schools is an urban district serving more than 13,000 students, the majority of whom are economically disadvantaged. More than 70% of our students speak a language other than English as their first language. We are committed to ensuring that our students, who have for too long been underserved, are provided with a high quality, free, public education at their local, district schools. The Lawrence Public Schools - Adult Learning Center has been providing free Adult Basic Education and ESOL classes to the citizens of Lawrence, MA and the surrounding communities for more than 50 years. The ALC provides quality educational services to 500 – 600 students, annually, in the development of: English language, literacy, numeracy, and technology skills for further education, job training, and better employment. We also provide instruction in civics to help prepare students to pass the USCIS Citizenship Exam.

**The Vision of the Lawrence Public Schools - Adult Learning Center** is to ensure that all English for Speakers of Other Languages (ESOL) and Adult Basic Education (ABE) students achieve the learning goals they have set upon entry into our program. By improving students' skills in the areas of academics, language, technology, and workforce development, we will increase their opportunities to enter college, to obtain an industry-recognized credential, to expand their career choices, to enjoy a family-sustaining wage, and to become effective citizens of their community.

### **About the Evening Advisor Position:**

The ALC part time Evening Advisor (Tuesday, Wednesday, and Thursday) will be responsible for advising and supporting adult learners in our evening program. The major focus of the position will be conducting ongoing intake, enrolling students, assisting in administering pre-assessments, facilitating the orientation process, providing ongoing support to adult learners, and conducting follow-up monitoring of adult learners, as they transition to post-secondary education, jobs and/or job training. The Evening Advisor will ensure that all students are receiving high quality supports, and the necessary accommodations that will lead to individual goal achievement.

**Reports to:** Principal and Evening Facilitator of the Adult Learning Center. The educator will work collaboratively with ALC Evening Facilitator, Family Literacy Facilitators, ALC educators, clerks, and support staff, as well as the School's Leadership Team.

**Responsibilities in conjunction with the ALC Principal** will include, but not be limited to, the following:

- Provide high quality advising to adult learners;
- Conduct intake and vital data gathering of all adult learners;
- Ensure that all adult learners are assessed and enrolled in appropriate courses;
- Provide ongoing student evaluations designed to measure academic or language growth, career interests, and MultipleIntelligences;
- Recruit, and enroll new students to classes on a rolling admission cycle;
- Establish a schedule and document meetings and check-ins with adult learners;
- Assist in maintaining and updating program records accurately (attendance, intake and orientation, pre & post assessments, follow up documentation of exited students) as required by ALC - ABE program, and ACLS;
- Promote the importance of persistence and effort to the success of adult learners;
- Provide guidance, support, and monitoring of adult learner's progress toward achievement of goals;
- Assist the facilitator from time-to-time when staff may be out by arranging or providing coverage;
- Communicate effectively, consistently, and professionally with all students, and colleagues;
- Communicate high expectations for adult learners' academic and social behaviors;
- Participate in school and community events, such as seminars, field trips, community forums, monthly ALC meetings, professional development opportunities, and end of the year ceremonies, including graduation;
- Keep current with developments in the teaching and advising of adult learners;
- Complete the fifteen (15) hour The Art of Teaching, part of the Foundations for New Staff course through SABES required for all teachers new to the adult education (AE) field in the first year of employment;

- Comply with all school, district, city, state, and federal policies, regulations, and laws;
- Adhere to rules of student confidentiality;
- Complete other duties as assigned by the Principal.

### **Key Competencies:**

#### Knowledge of:

- Familiarity with the field of Adult Education, specifically ESOL & HSE programs and exams;
- Sound understanding of adult learning theory;
- Demonstrated proficiency using digital literacy tools, as well as Word, Excel, and PowerPoint;
- Knowledge of Massachusetts' DESE-ACLS program guidelines, performance indicators & benchmarks; College and Career Readiness Standards for Adults;
- Familiarity with AE/ESOL assessments: MAPT, BEST Plus, TABE CLASS E – Reading/Writing;
- Experience with SABES professional development courses.

#### Professional Abilities:

- Professionalism in all areas of practice and in all interactions with students & staff;
- Commitment to the vision of the Lawrence Public School's - Adult Learning Center;
- Proven history of successful collaboration;
- Flexible & adaptable;
- Possess and model high standards for self and of students;
- Set rigorous goals focused on instruction, assessment, and professional learning;
- Solutions-based approach to dealing with identified needs, problems, and or conflict;
- Willingness to take initiative and succeed in a fast-paced school environment while remaining calm and focused when faced with
- unexpected challenges;
- Commitment to embrace the ideals of diversity and inclusiveness, and the equal rights of all people by advancing the understanding and appreciation of human differences including age, gender, race, ethnicity, ability, religious beliefs, sexualorientation, or socio-economic status.

### **Qualifications:**

- Bachelor's Degree Required/ Master's Degree preferred;
- Valid Massachusetts Guidance Counselor License preferred;
- At least three (3) years' experience working with adults, preferably in an ABE or ESOL setting;
- Current Authorization to work in the United States.

Salary: \$30.00 – \$34.00 per hour, no benefits, employment is temporary to include the 2022/23 school year.