

ADJUNCT (HISET) INSTRUCTOR ENGLISH LANGUAGE ARTS AND SOCIAL STUDIES

About Quincy College:

Founded in 1958, Quincy College is a two-year, municipally affiliated college serving approximately 4,000 students at campuses located in Quincy and Plymouth, Massachusetts.

Quincy College Mission Statement

Quincy College offers open-access and selective programs focusing on academic achievement and excellence, fostering diversity, providing economic opportunity, promoting community involvement, and supporting lifelong learning. We foster valuable learning relationships that inspire students to realize their educational and professional futures.

Category: Adjunct

Subscribe:

Workforce

Department: Development

Locations: Quincy, MA

Posted: Nov 1, 2022

Open Until

Closes: Filled

Type: PT No Benefits

Position ID: 155242



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Job Description:

This is a part-time, 20 hour per week (12 teaching and 8 hour prep time) position in person.

Compensation is \$30 hourly rate. The HISET Instructor will instruct students according to the curriculum designed to assist students to build knowledge and skills aimed to complete the HiSET program. The instructor must possess the ability to work with students from different socioeconomic and educational backgrounds. The Instructor will teach 6 hours/week for 30 weeks of classroom instruction. The teacher is responsible for establishing a positive and welcoming classroom environment, where all students have the ability to learn. We are seeking qualified instructors to teach:

- English and Social Studies

Duties and responsibilities include:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and respectfully with other employees, clients, and the public.
- Work effectively as a team contributor.

- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and outside organizations.

Specific Responsibilities:

- Plan and implement daily lessons based on the class's level, goal, and assigned curriculum.
- Maintain a classroom environment that is conducive to learning and welcomes all students.
- Integrate technology into instruction practices and classroom activities for students
- Collect and track student attendance and testing data.
- Maintain timely and accurate online student records and reports as required.
- Assess learners' prior knowledge, learning needs, and college and career readiness goals.
- Set learning goals and a course of study.
- Monitor learning through summative and formative assessment data.
- Design instruction to build learners' technology and digital media literacy skills.
- Communicate high expectations of learners and motivate them to persist to meet their goals.
- Model an understanding of diversity.
- Possess content area knowledge and teaching skills required for subjects and populations taught.
- Participate in professional development networks and learning communities.

Requirements:

Qualifications:

The HiSET Instructor will have the following experience and attributes:

- Bachelor's Degree
- Prior teaching, tutoring, or classroom experience
- Knowledge of adult learner characteristics
- Basic computer skills
- Strong communication and organizational skills

Experience Preferred

- Teaching experience in ABE/Hiset or GED programs, preferred.

Additional Information:

EEO Statement:

Quincy College is an equal opportunity employer committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, gender, disability, veteran status, genetic information, sexual orientation, gender identity or

expression, or pregnancy. Quincy College is committed to achieving a diverse workforce and complies with all Federal and Massachusetts State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

Application Instructions:

Please submit the following documents online:

- Resume
- Cover Letter

[Quincy College Job Posting: ADJUNCT \(HISET\) INSTRUCTOR ENGLISH LANGUAGE ARTS AND SOCIAL STUDIES \(interviewexchange.com\)](https://www.interviewexchange.com/Quincy-College-Job-Posting-ADJUNCT-(HISET)-INSTRUCTOR-ENGLISH-LANGUAGE-ARTS-AND-SOCIAL-STUDIES)