



## Adult Educator

St. Mary's Center for Women and Children offers innovative and family-centered programs for women and children who have experienced trauma and are living in poverty. Placing families at the center of our efforts, St. Mary's Center works in partnership with young women, many of them mothers, to break the intergenerational cycle of poverty and achieve lasting, powerful change by building their emotional well-being, educational achievements and economic independence.

Located in Uphams Corner in Dorchester, Massachusetts, St. Mary's Center supports 600 women and children annually with shelter, clinical and educational services, job training, employment placement, and search for affordable permanent housing.

**OBJECTIVE:** The part-time Adult Educator is responsible for teaching Adult Basic Education, HiSET and/or GED and other skills training courses, as assigned, using instructional methods for the adult learner in a virtual eventually transitioning into a blended and/or traditional setting.

### **SCHEDULE:**

- Max of 15 hours per week
- Schedule is Mon-Fri 1-4pm or 2-5pm (some classes are 2-3 days per week)

Job requirements include planning interactive, engaging distance learning lessons, monitoring and assessing informal, and formal student progress on an ongoing basis, creating Individual Learning Plans with students, differentiating instruction, maintaining attendance and performance records, and collecting, recording and reporting all necessary information related to students in a timely manner on social solutions

### 1. CLIENT SERVICES

- Serve as a positive role model following program guidelines for professional dress and behavior
- Maintain clear and respectful communication with staff, clients, families, and community partners
- Consistently maintains professional, legal boundaries and ethical standards (Federal, State, and Agency)
- Establish and maintain positive communication with clients based on respect and understanding of their needs

- Proactively reach out to connect clients with educational and supportive resources
- Assess academic level, and occupational and work readiness skills of program applicants and students
- Refer participants for more specialized academic testing when appropriate
- Develop ESS/ISS academic and technical skills benchmarks and short and long term goals with program participants and staff team
- The ABE/HISET teacher provides instruction and support to Adult Basic Education, (ABE) and H.S. equivalency, (HSE) level to students in a remote and or/ traditional classroom setting. The educator must be highly trained, flexible, and seasoned to teach STAR, Reading Comprehension, Writing, Social Studies, Math, and Science to students 18 and older.

## 2. PROGRAM SERVICES

- Maintain safety, appearance, and cleanliness of the facility in compliance with health, fire, and safety regulations
- Promote positive program visibility and maintain positive working relationships with funding resources, collaterals, and other community agencies
- Maintain records of participant assessment information, attendance, and assignment completion
- Maintain appropriate professional association membership
- Develop lessons plans whose learning objectives directly link to basic and technical skills targets for academic and employment skills, including scaled activities for students with diverse learning needs
- Design curriculum based on program and student needs
- Provide crisis interventions utilizing agency protocols

## 3. PROFESSIONAL GROWTH AND DEVELOPMENT

- Attend and use supervision for professional growth
- Engage in self-evaluation to establish goals for professional development
- Regularly attend, actively participate, and present in various program and agency meetings and trainings.

## 4. QUALITY ASSURANCE

- Knowledgeable of and complies with program specific policies and procedures and enforces rules and regulations
- Maintain accurate documentation, records and files in accordance with quality assurance standards and funders guidelines for reporting outcome data
- Complete and distribute monthly and/or quarterly reports as indicated by program timetables
- Provide documentation of client progress as requested in timely fashion
- Maintain time sheets, mileage logs, daily work schedules, requests for time off in accordance with Agency policy
- Participate in program events as assigned
- Identify and implement positive changes for the betterment of program
- Maintain appropriate professional association membership(s)
- Other duties as assigned

## **MINIMUM REQUIREMENTS/QUALIFICATIONS**

### *Professional/Academic*

- Bachelors required

- STARR certification preferred
- Three to five years' experience in high school or adult education or job skills training program
- MAPT (Massachusetts Adult Proficiency Test) Certification preferred
- Solid knowledge and teaching experience with literacy and math (basic, algebra, geometry)
- Willing to use academic tools such as Edgenuity as a teaching aid
- Broad based knowledge of the adult education field
- Ability to teach at several ability levels
- Advanced computer skills, Microsoft Word and Internet proficiency essential

*Necessary Skills/Abilities*

- Patient, understanding, and supportive
- Maintain clean and professional classroom environment
- Ability to engage in collaborative relationship with multidisciplinary team
- Excellent written and oral communication skills
- Excellent word processing and computer skills
- Excellent interpersonal and organizational skills
- Ability to prioritize and manage multiple tasks
- Maintain flexible schedule to meet program needs and attend required meetings
- Ability to work well under pressure
- Comfortable with receiving clear, direct feedback from supervisors and peers
- Appropriately interact with people from diverse socio-economic, racial and cultural backgrounds
- Maintains an attitude of fairness, openness, and respect and supports the development of cultural competency at St. Mary's
- Remains open to different opinions and viewpoints and is willing to learn from them
- Respects and values all people's voices, including children, families and colleagues
- Sense of humor
- Highly flexible and energetic
- Enjoys working with and motivating students

***Qualified applicants may submit a resume and cover letter via email attachments to [jobs@stmaryscenterma.org](mailto:jobs@stmaryscenterma.org).***