

## **HARVARD BRIDGE PROGRAM MATH ADULT EDUCATION INSTRUCTOR**

The Harvard Bridge Program is seeking an Adult Education Math Instructor for these courses: Everyday Math (basic math) and MCAS Math Prep for the Adult Diploma Program (ADP). Bridge Program participants are Harvard University employees – hourly workers. Everyday Math is for ESOL students who want to work on their basic math skills. The Adult Diploma Program is for individuals who want to complete their high school credits and obtain a regular high school diploma. Class participants include English Speakers of Other Languages (ESOL) and students returning to school seeking to acquire their high school diploma.

Instructor will be required to develop lesson plans and prepare learning material for classes that meet remotely or in person 1x or 2x/week for 12 weeks. Qualifications should include teaching experience and certification in math. Classes will meet mornings or late afternoon, depending on enrollment. Instruction will begin in mid-September and continue through mid-December. Possibility for additional Spring 2022 course depending on enrollment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Teach math to a diverse group of students employing multimodal means of instruction and using manipulatives as appropriate
- Assess, plan, and implement lessons based on students' math levels and individual goals
- For MCAS Prep: Teach the 5 content strands covered on the 10<sup>th</sup> grade MCAS Math test: Number Sense and Operations; Patterns, Relations, and Algebra; Geometry; Measurement; Data Analysis, Statistics and Probability
- Incorporate technology in class using appropriate instructional websites and software, and provide opportunity for students to learn and practice technology skills. Google Classroom is being used as the learning management system
- Provide on-going assessment of students
- Keep daily accurate student attendance records
- Participate in staff and program development activities

### **MINIMUM REQUIREMENTS:**

- Bachelor's degree in related field or equivalent experience
- Minimum of two years of experience teaching math
- Knowledge of methods and materials used to teach math
- Experience conducting classes using video conferencing tools (e.g., Zoom, Google Meet)
- Excellent oral and written communication skills

### **PREFERRED QUALIFICATIONS:**

- Experience teaching adult basic education students and/or ESOL students
- Experience in curriculum development
- Experience with and sensitivity to the needs of adult learners in a community-based setting

**PAY:** \$60/hour for group classes. Paid prep time. A different tutorial rate may apply for small tutorial groups.

If interested, please send a resume and cover letter to Jennifer Goulart, Senior Program Manager, Harvard Bridge Program, [jennifer\\_goulart@aharvard.edu](mailto:jennifer_goulart@aharvard.edu)