

HARVARD BRIDGE PROGRAM PART-TIME INSTRUCTOR POSITIONS: ESOL, MCAS ELA, EMAIL WRITING, GRAMMAR FOR THE WORKPLACE

The Harvard University Bridge Program is seeking part-time instructors & paid substitute instructors for the Fall 2022 semester. Subjects include: ESOL, MCAS ELA (English Language Arts) for the Adult Diploma Program, Email Writing for the Workplace, and Grammar for the Workplace. Bridge Program participants are Harvard employees – hourly workers. The Harvard Bridge Program is an adult education and training program that provides courses free of charge to Harvard service and trades workers.

Instructor will be required to develop lesson plans and prepare learning material for classes that meet remotely or in person 2x/week or 1x/week (depending on the subject) for 12 weeks. Instruction will begin in mid-September and continue through mid-December. Depending on enrollment, the courses will resume for the Spring semester – late January through mid-May.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach classes, in a dynamic way, to provide scaffolded, explicit instruction
- Incorporate technology in class using appropriate instructional websites and provide opportunity for students to learn and practice technology skills
- Use Google Classroom to manage homework assignments & class announcements/materials
- Provide on-going assessment of students
- Keep daily accurate student attendance records
- Check in as needed with adjunct teacher Program Manager
- Participate in staff and program development activities

PAY: \$60/hour

MINIMUM REQUIREMENTS:

- Bachelor's degree in related field or equivalent experience
- Minimum of two years of experience teaching the relevant subject (ESOL, MCAS ELA, workplace email writing)
- Knowledge of methods and materials used to teach adults
- Ability to align instruction to meet learning competencies
- Experience conducting classes using video conferencing tools (e.g., Zoom or Google Meet)
- Ability to use Google Classroom to assign homework and communicate with students
- Excellent oral and written communication skills

PREFERRED QUALIFICATIONS:

- Experience teaching adults with limited or interrupted formal education
- Experience in curriculum development
- Experience with and sensitivity to the needs of adult learners in a community-based setting

TEACHING HOURS: Hours TBD: Mon/Tues/Wed/Thurs, 1 hour or 1.5 hour classes between the hours of 9am and 11am, or between 2:30pm -5:30pm, one or two classes a week, plus paid prep time (12 weeks). Classes may be remote, in person, or hybrid (one day in person, one day remote) – remote/in person status will be determined before the class begins/instructors are assigned.

If interested, please send a resume and cover letter to Jennifer Goulart, Senior Program Manager, Harvard Bridge Program, jennifer_goulart@harvard.edu