



JVS is a non-profit, non-sectarian agency. Our mission is to empower individuals from diverse communities to find employment and build careers and to partner with employers to hire, develop and retain productive workforces.

JVS provides a broad range of services including adult education, skills training, job readiness training, job placement and support, and access to post-secondary education. JVS assists employers in their search for well-qualified job applicants and their initiatives to upgrade the skills of their incumbent workforce.

Position: Biotechnology Pathway Science Instructor
Position Class: Learned Professional
Reports to: Senior Instructor, Academic Services Division

Salary Grade: 3
Supervises: N/A
FLSA: Exempt

Position Summary: The JVS Bridges to College and Careers Program is seeking a science instructor for its Biotechnology Pathway. The Biotechnology Pathway prepares adult students to enter a college level Biotechnology and Good Manufacturing Practice Certificate program. The instructor will help students gain understanding of entry-level college chemistry and biology concepts relevant to biotechnology during 9 hours of weekly instruction over the course of each 21-week instructional cycle. Chemistry topics covered during each cycle include periodic table trends, properties of aqueous solutions, molarity and dilution calculations, mass-mass stoichiometry, solubility, acid-base reactions, chemical bonding, acid-base equilibrium, pH calculations, and aqueous ionic equilibrium. Biology topics include the structure and function of biological molecules, cell and cell membrane structure, the intracellular protein pathway, cell tonicity, transcription, translation, mutation, gene regulation, and an introduction to viruses and bacteria. This position also includes support duties in one or more pre-college English composition writing classes in the Bridges to College and Careers General Studies Pathway, for which training will be provided. The student population in the Bridges to College and Careers Program, the JVS staff, and the JVS client population feature diversity with respect to culture, country of origin, immigration status, age, linguistic proficiency, sexual orientation, and gender identification. The individual who fills this science instructor position should be an educator who is enthusiastic and who thrives in this unique environment.

ESSENTIAL JOB FUNCTIONS:

Building Relationships, Collaboration and Teamwork

- Work collaboratively with and encourage collaboration between team members to ensure performance goals are met
- Attend and actively participate in staff and division meetings and team-based projects
- Provide assistance to fellow team members when needed
- Support and promote the mission and philosophy of JVS both within and outside the agency
- Establish relationships with key stakeholders (relevant participants, employers, partner organizations, funders, etc.) and work collaboratively in a structured and on-going manner

Students/Classroom

- Develop daily lesson plans for each component outlined in an existing curriculum and submit these plans to the Senior Instructor in the Biotechnology Pathway as requested
- Create a weekly agenda for students that includes assignments, due dates and assessment dates
- Submit a class syllabus and course overview at the beginning of each cycle
- Deliver all material outlined in the curriculum, contextualized to college and career readiness
- Conduct frequent checks for understanding as well as formative and summative assessments to ensure students are making progress toward goals
- Provide students with timely feedback related to homework, assessments, and general progress
- Be flexible to individual learning styles, and set appropriate limits to ensure all students have an equal opportunity to learn
- Model professional behavior and habits in all classrooms
- **Encourage an atmosphere of respect and professionalism in the classroom**
- **Create a classroom environment where all students feel comfortable asking for help**
- **Provide occasional one-on-one support for students**

- Make modifications to the curriculum to align with any changes in JVS program goals or in the Biotechnology and Good Manufacturing Practice certificate program
- Incorporate new trends and skill components into the curriculum as necessary to ensure content delivery is current

Accountability and Results Focused:

- Establish, track and meet program dashboard indicators (ex. enrollment, retention, skill attainment, client satisfaction)
- Deliver all subject matter outlined in the curriculum with the goal of ensuring that students obtain the predetermined outcomes (skills)
- Assist with planning and implementation of the Bridges to College and Careers Celebration of Achievement/ Graduation ceremonies
- Attend occasional Professional Development programs relevant to this position
- Generate strategy and solutions in response to both unforeseen and planned changes, setbacks and challenges

Administrative/Communication Skills

- Communicate regularly with supervisor to ensure smooth delivery of services
- Resolve disagreements and conflict in a professional and productive manner
- Create emergency lesson plans and submit these plans at the beginning of each active cycle
- Track and report daily attendance, homework completion, classroom participation and testing outcomes on a timely basis
- Provide information to supervisors as needed for occasional program summary reports to employers, funders, JVS leadership and other stakeholders
- Perform other duties as requested

Minimum Qualifications and Experience:

- **2-3 years of science teaching experience required**
- **Experience teaching adult non-native speakers of English preferred**
- Strong Microsoft Office Suite skills **required**
- Proficiency with Zoom **required**
- Familiarity with Learning Management Systems such as Google Classroom **preferred**
- Strong written and oral communication skills
- Ability to deal tactfully and effectively with a diverse group of clients at all levels of the organization
- Presentation and facilitation skills
- Strong interpersonal, communication and organizational skills
- Ability to work as part of a team as well as independently

EDUCATION REQUIRED: BS in chemistry or biology

KEY COMPETENCIES:

Promotes Agency
 Initiative
 Building Relationships, Collaboration and Teamwork
 Adapting to Change
 Accountability and Results Focused
 Communication Skills
 Cultural Competency and Respect
 Planning/ Organizing

JOB COMPETENCIES:

Instructional planning
 Instructional delivery
 Progress tracking
 Progress reporting
 Student skill attainment

MENTAL DEMANDS:

Reading Language
Detailed work Math
Confidentiality Multiple concurrent tasks
Problem Solving External contacts
Verbal and Written communication

PHYSICAL DEMANDS:

Sitting Attendance
Speaking Listening

WORKING CONDITIONS: Occasional local travel, evening hours and some weekend availability required.

JVS CULTURE: JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because they have engaged in protected activity under the statutes prohibiting discrimination in the workplace.

Belinda Cardoso

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