**Position Opening: High School Equivalency Instructor – Ware Site**

Posted December 1, 2022

The Literacy Project is seeking an Instructor for an Evening High School Equivalency (HSE) class, to be offered remotely. This position is funded for 12 hours/week at $27/hour, plus benefits, and lasts for the duration of the 2022-23 school year. This position may be combined with the Education and Career Advisor - Ware Site position, for a total of 30 hours/week.

The Instructor is responsible for planning and teaching an online HSE class, Tuesday and Thursday evenings, 6-8PM, to adults and out-of-school youth, integrating student goals, and computer literacy. The Instructor will prepare students for all aspects of the high school equivalency test (the HiSET and the GED), including math, reading, writing, science and social studies. Additional responsibilities include recordkeeping, student assessment, and collaboration with the Advisor to ensure student success. The Instructor participates in The Literacy Project’s monthly staff meetings, weekly case management meetings, and staff development opportunities. The position includes evening hours (for teaching) and some daytime hours for staff meetings and teacher collaboration.

Desired qualifications include demonstrated knowledge and experience teaching HSE level curriculum to under-educated adults and youth, and newcomer and immigrant populations, in an online format, using a student-centered approach. Experience teaching math at the high school level is strongly preferred. Experience with evidence-based instruction, lesson planning, curriculum development, online teaching, student assessment, and computer literacy is strongly desired. Applicants should have excellent communication and team work skills, be proficient in an online learning environment, and have a strong commitment to the mission of The Literacy Project.

Candidates may apply for this position *and* the Education and Career Advisor - Ware Site position, for a total of 30 hours/week.

Applications will be considered until the position is filled.

**To apply for this position, please submit *a resume and cover letter* to the Executive Director Judith Roberts at** [**jobs@literacyproject.org**](mailto:jobs@literacyproject.org)**.**

A background screening/CORI is required for this position.

The Literacy Project is an EOE/ADA employer. Diverse candidates are encouraged to apply.