

Adult Education Instructor MassLinks - STEM (Senior Learning Specialist) (Pool)

Online Job Posting:

<https://mwcc.interviewexchange.com/jobofferdetails.jsp?JOBID=148057>

About Mount Wachusett Community College:

Since 1963, Mount Wachusett Community College has built a tradition of providing innovative undergraduate education, workforce development, personal enrichment, and community service to North Central Massachusetts and beyond. Mount Wachusett Community College is located in Gardner, MA, with satellite campuses in Fitchburg, Leominster and Devens. An award-winning, national leader in the area of renewable energy, MWCC is also nationally recognized for its veterans' services, civic engagement and K-12 partnerships.

We hope you will consider applying for one of our open positions, and discover all that Mount Wachusett Community College and the North Central Massachusetts region have to offer.

<http://mwcc.edu/about-mwcc/>

Job Description:

Category: Professional
(Staff Member)

Subscribe:

Department: Adult

Education

Locations: Devens, MA

Posted: May 23, 2022

Type: PSM

Position ID: 148057



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General Statement of Duties

The Part-Time Adult Education Instructor - STEM designs and delivers synchronous and asynchronous remote instruction exploring the connections between critical thinking and problem solving, mathematics, the sciences (Earth, Life, and Physical), and engineering and technology. This coursework is designed to build literacy and critical analysis skills necessary for college and career success. This position delivers group instruction to adult learners preparing them for the Math and Science sections of either high school equivalency test approved in Massachusetts (HiSET or GED). Part-Time Adult Education Instructors - STEM are required to keep written lesson plans and align all instructional activities to the program curriculum, College and Career Readiness Standards for Adult Education and Next Generation Science Standards. The Part-Time Adult Education Instructor - STEM works cooperatively with program staff and administration to ensure students make appropriate academic progress. As such, the Part-Time Adult Education Instructor - STEM reviews diagnostic assessment results to inform instructional planning and delivers formative assessments to measure student learning and progress. The Part-Time Adult Education Instructor - STEM implements research-based instructional practices designed to accelerate learning and progress students along a regionally relevant career pathway toward postsecondary enrollment and/or employment. Part-Time Adult Education Instructors - STEM collaborate with personnel at the college, MassHire North Central Career Center, and regional partner agencies to ensure students are connected to all supports needed to enhance their success and prepare them for successful transition to post-secondary enrollment and/or the workplace.

Responsibilities

Provide rigorous remote and/or face-to-face academic instruction in critical thinking and problem solving, mathematics, the sciences, and technology and engineering;
Implement evidence-based instructional practices as part of course design and delivery;

Conduct diagnostic, formative, and summative assessments to inform instructional design and delivery and to measure student learning;

Maintain appropriate student data including proof of academic progress and samples of completed work and utilize that data to increase access to curriculum and design individualized learning opportunities for students as necessary;

Participate in student progress team meetings with colleagues (administration, advisors and counselors, other instructors, etc.); When working on site or in a virtual classroom, arrive at least ten minutes prior to the beginning of class and stay until completing scheduled learning activities;

Work cooperatively with Counselors to assist each enrolled student in the development of a comprehensive education and career plan that includes a review of local labor market data and education and training opportunities in the priority industries within their region;

Collaborate with Counselors to deliver instruction in college and workplace readiness. Assist counselors in the alignment of these lessons to academic and content standards;

Contextualize instruction to include industry specific content;

Maintain electronic copies of weekly instructional plans aligned to the program's curriculum and the College and Career Readiness Standards for Adult Education. Plans must be available for review by administration at the request of the Director of Adult Education, the President's Designee, or funders;

Increase knowledge and awareness of postsecondary education and employment opportunities within the priority industries of North Central Massachusetts as identified by the MassHire North Central Workforce Board and Skills Cabinet Regional Blueprint;

Attend all supervisor and program wide meetings (in person or virtual) as scheduled by the Director of Adult Education and or the President's Designee, or funder;

Participate in regularly scheduled curriculum development and program improvement activities as assigned by the Director of Adult Education or his/her designee;

Effectively utilize technology to enhance student learning and increase student progress;

Utilize Google Classroom to deliver content and assignments to students;

Provide timely and authentic feedback to students through a variety of ways including digital feedback through the learning management system used by the program (Google Classroom);

Conduct face-to-face and remote student classroom sessions utilizing video conferencing technology (Google Meet, Zoom, etc.);

Must use the following educational technology as needed to enhance student learning: Google Applications for Education (Docs, Sheets, Slides, Forms, Meet, etc.), Newsela, Quill, Nearpod, Flocabulary. Not an exhaustive list, additional technology is continually added to the program's portfolio of ed tech resources.

Will regularly access, review, and update; student electronic files;

Access and utilize electronic assessment results to inform instruction;

Participate in all phases of the educator effectiveness evaluation process including but not limited to: (1) Self-Assessment (2) Professional Development Planning (3) Classroom Implementation of Learned Strategies (4) Ongoing observation and performance monitoring (5) Reflection

Collaborate with program administration to develop and implement an annual professional development plan approved by the Director of Adult Education and/or his or her designee that is linked to the multi-year strategic; plan;

Participate in at least twelve hours of professional development activities, or 2.5% of paid hours, whichever is greater, that are designed to improve content area knowledge and or professional practice;

Participate in classroom observations as determined by the Director of Adult Education and/or his/her designee;

The Part-Time Adult Education Instructor - STEM will have their online learning environment reviewed throughout the academic year to ensure effective usage, and engaging activities assigned through the learning platform;

Participate in the annual performance review process with their direct supervisor and/or designee including any or all of the following: (1) short mini-observations by the Director of Adult Education and/or designee (2) Formal classroom observations conducted by the

Director and/or designee (3) Formal review process as dictated by the Office of Human Resources and the MCCC contract;
Instructors with less than one year experience in adult education must attend the DESE sponsored online "New Staff Orientation" as conducted by SABES within one year of employment start date;
Other Duties as assigned.

Requirements:

Minimum Qualifications:

Master's degree in Critical Thinking or closely related field;
Three (3) years experience and/or training that includes program coordination, teaching, critical thinking instruction, curriculum development, and computer operations in a community college environment; or
An Equivalent combination of education, training, and experience.

Desired Qualifications:

K-12 certification;
Computer operations in a community college environment;
Experience designing and delivering remote instruction;
Experience working with adult students.

Equivalency Statement

Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them with the equivalent combination of education, training and experience required for the responsibilities of this position.

Additional Information:

In-house Title: Adult Education Instructor - STEM PT

Salary: \$30.03 per hour grant funded
Employee Status: Part Time

Benefits: No

Hours per Week: Not to exceed 18 hours per week *Potential for Hybrid/Remote work with onsite work pending business needs.

Mount Wachusett Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Application Instructions:

Candidates for employment should be aware that all Community College students, faculty and staff are required to be fully vaccinated by January 2022. Accordingly, initial employment is dependent upon receipt and verification of full vaccination status records; details of how to fulfill vaccine record verification requirements will be provided during the hire and onboarding process. Face coverings are required while indoors on campus. For additional information on COVID19, please visit: <https://mwcc.edu/covid/>

The following documents are required:

1. Resume
2. Cover Letter

Applications for Pool positions will be held in applicant pools by discipline. Whenever a position opens up in any given discipline, the pool of applicants will be consulted when searching for candidates to

fill the position. Applicants for positions will not be notified of their status unless they are contacted to come in for an interview, which might occur soon after applying or as much as a year later.

Deadline Date: Open Until Filled

Candidates may be subject to employment screening to include both a Criminal Offender Record Information (CORI) request and a Sexual Offender Registry Information (SORI).