



## ***ADP Social Studies and Pre-ADP English Language Art Instructor***

**JVS Boston** is one of the largest workforce development agencies in New England, changing people's lives and strengthening our communities. We are looking for a qualified Instructor for our Adult Diploma Pathways program for a full-time position in our main office in Boston, MA.

**Position Summary:** Under the direction of the Manager of Instructional Services, Academic Services Division, the Adult Diploma Pathway (ADP) Social Studies and Pre-ADP (literacy) English Language Arts Instructor:

- Develops and modifies contextualized curriculum and daily lesson plans for academic and/or job skill training programs, delivers training to participants, evaluates progress and skill attainment of individual participants on a scheduled basis
- Tracks outcomes, attends team meetings, and creates documents for submission to the Manager, funders or evaluators, and employers
- Prepares ADP students to demonstrate social studies academic skills in research and academic writing at a high school level

The ADP program is a competency based assessment system where students produce evidence to demonstrate skills attainment. ADP students earn a high school diploma. This position involves preparing students who assess at a 4-8 grade reading level to enter the ADP program. This preparation involves using a state mandated reading program (STAR) and teaching developmental

### **Minimum Qualifications and Experience:**

- BS in Education or related field is required
- 2-3 years of English language arts (basic literacy) teaching experience required
- 1-2 years of Social Studies instruction preferred
- Trained in STAR reading program preferred
- Experience teaching adult non-native speakers of English required
- Knowledge of adult learning theory
- Ability to deal tactfully and effectively with a diverse group of clients at all levels of the organization
- Presentation and facilitation skills
- Strong Microsoft Office Suite skills
- Strong written and oral communication skills
- Interpersonal, communication and organizational skills
- Ability to work as part of a team as well as independently

**Working Conditions:** Occasional local travel, evening hours and some weekend availability required.

To learn more about Benefits and to apply for the position, please visit JVS [JVS Careers](#) . Please send an email to [resumes@jvs-boston.org](mailto:resumes@jvs-boston.org) in case you have any questions.

Thanks and regards,  
-JVS Human Resources Team!