

Position: SPANISH HI-SET EVENING TEACHER

Overview: This position is for 24 hours a week, Monday-Thursday, from October through June for 32 weeks. Classes begin October 9th. Direct teaching hours are 5:30PM-9:30PM and the rest of the schedule is subject to negotiation. Hours are 16 hours of teaching and the remaining 8 hours for preparation, orientation, intake, assessment, and outreach. This position includes vacation, sick, and personal days. Holidays are paid according to MUA's calendar. Salary \$22-\$25/hr. commensurate with experience. Does not include health benefits. There is the possibility of more hours for career and educational evening advising.

- Teach GLE 10-12 HI-SET classes in Spanish. The class must prepare students in the 5 subjects to take the HI-SET exams.
- Keep students up to date on changes in HI-SET exams, procedures, HI-SET testing dates and sites, etc.
- Aid students in registration process for HI-SET exam.
- Implement curriculum, including the Massachusetts Curriculum Frameworks, College and Career Readiness Standards (CCRS) and MUA's home-grown curriculum.
- Assist with development of and implementation of Scope and Sequences at all instructional levels.
- Administer placement exams for students enrolled in HI-SET in Spanish.
- Follow the Department of Elementary and Secondary Education (DESE) guidelines for intake and assessment.
- Keep daily records of student attendance.
- Maintain portfolios of students' work, which includes goals and outcomes, tests, essays, dictation samples, etc.
- Submit necessary student attendance, goals, outcomes, assessments, and any other required information to data intake coordinator in compliance with all deadlines.
- Develop and keep on-hand a substitute folder of materials.
- Meet individually with students as needed.
- Attend mandatory staff development (2.5% of paid hours) pertaining to standardized testing; best practices for preparing students to take the HI-SET exam; and updates on policies regarding the HI-SET in Spanish.
- Attend teacher meetings.
- Complete reports as required by program director and/or supervisors.
- Other duties as required and assigned by supervisors.

Requirements:

- Fluent in Spanish and English
- Knowledge of both community-based adult education and participatory education
- Ability to work independently with **minimum** supervision and direction
- Ability to work as part of a collective (team) environment
- Organized, dedicated, and responsible
- Two years teaching experience, preferably in an ESE-funded program, Adult Basic Education (ABE), HI-SET, high school or bilingual programs
- Desire and ability to work with people from diverse, cultural, linguistic, racial, and economic backgrounds
- Commitment to the advancement of low-income Latina girls and women

Preferred:

- Bachelor or Master's degree
- Strong Microsoft Office and Internet skills
- Certified to administer TABE exam
- Familiarity with SABE/homegrown assessments

How to Apply:

MUA is an equal opportunity employer and bilingual persons and persons of color are encouraged to apply. Interviews will take place end of August. By October 2nd please mail or e-mail current résumé and thoughtful cover letter to:

Ms. Maria Andrade
Co-Director
Mujeres Unidas Avanzando
Dorchester, MA 02122
e-mail: andradem353@gmail.com
Fax: 617-282-3544
No phone calls, please.