

**Position: HiSET EVENING TEACHER**

**Overview:** This position is for 30 hours a week, Monday-Friday, from January through June for 25 weeks. Classes begin January 2<sup>nd</sup>. Direct teaching hours are 5:30PM-9:30PM Monday-Friday and the rest of the schedule is subject to negotiation. Hours are 20 hours of teaching and the remaining 10 hours for preparation, orientation, intake, assessment, and outreach. Holidays are paid according to MUA's calendar. Salary \$22-\$25/hr. commensurate with experience. Does not include health benefits.

- Teach GLE 10-12 HiSET classes in English. The class must prepare students in the 5 subjects to take the HiSET exams.
- Keep students up to date on changes in HiSET exams, procedures, HiSET testing dates and sites, etc.
- Aid students in registration process for HiSET 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 HiSET in English.
- 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 pertaining to standardized testing; best practices for preparing students to take the HiSET exam; and updates on policies regarding the HiSET in English.
- Attend teacher meetings.
- Complete reports as required by program director and/or supervisors.
- Other duties as required and assigned by supervisors.

**Requirements:**

- Bachelor or Master's degree
- Fluent in 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 a DESE-funded program, Adult Basic Education (ABE), HiSET, 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 women and men

**Preferred:**

- Strong Microsoft Office and Internet skills
- Certified to administer HiSET standardized assessments

**How to Apply:**

MUA is an equal opportunity employer and bilingual persons and persons of color are

encouraged to apply. Interviews will take ideally early December; position open until filled. MUA is closed the second two weeks of December for holiday break but we will respond to emails during this time. 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](mailto:andradem353@gmail.com)  
Fax: 617-282-3544  
No phone calls, please.