



## **ADP Social Studies and Pre-ADP English Language Arts (ELA) Instructor**

Full-Time | Boston, MA

Jewish Vocational Service, a non-profit workforce development organization, seeks a full-time, experienced Instructor. Under the direction of the Manager of Instructional Services, Academic Services Division, the Adult Diploma Program (ADP) Social Studies and Pre-ADP English Language Arts Instructor develops, modifies and delivers contextualized curriculum and daily lesson plans for academic and/or job skills training programs. The Instructor will deliver training to participants, evaluate progress and skill attainment, tracks outcomes and create documents for submission to the Manager, funders or evaluators, and employers.

### **The right candidate will have:**

- BA in Education or related field
- 2-3 years of English language arts experience required
- 1-2 years of Social Studies instruction preferred
- Experience teaching adult non-native speaker of English required
- Knowledge of adult learning theory
- Ability to deal tactfully and effectively with a diverse group of clients at all levels in the organization
- Presentation and facilitation skills
- Strong Microsoft office Suite skills
- Strong written and oral communication skills

Work hours are generally 9-5 Monday through Friday (full-time 35 hours/week). As a full-time employee, you will qualify for medical and dental insurance, 403(b), short and long term disability and life insurance plans. A robust paid time off plan is also part of the offering. Occasional local travel, evening hours and some weekend availability required.

**Please send a cover letter and resume to [resumes@jvs-boston.org](mailto:resumes@jvs-boston.org). Please indicate in your cover letter where you saw this posting.**

JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.