

Adult Basic Education Instructor (Pool)

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. Located in Gardner, MA, with satellite campuses in Fitchburg, Leominster and Devens, MWCC now serves approximately 12,000 credit and noncredit students each year and offers over 70 associate degree and credit certificate options. 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.

Job Description:

General Statement of Duties

The ABE instructor provides group instruction to adult learners. Instructors are required to keep written lesson plans and align them to the program curriculum and the College and Career Readiness Standards for Adult Education. In addition, instructors must work cooperatively with ABE Education and Career Advisors and the program administration to ensure students make appropriate academic and career progress while receiving superior services. Instructors collaborate with program staff to ensure the implementation of research-based instructional practices designed to accelerate learning and progress students along a regionally relevant career pathway. Instructors collaborate with personnel at the college, North Central Career Center, and regional partners to ensure students are connected to all supports needed to enhance their success.

Responsibilities

- Provide academic instruction in each of five subject areas (English Language Arts - Reading & Writing; Social Studies; Science and Mathematics).
- Maintain appropriate documentation of student academic work including proof of academic progress and samples of completed work.
- Submit selected student artifacts demonstrating effective instruction and student learning to the online portfolio system.
- Conduct diagnostic, formative, and summative assessment to inform

instruction and measure student learning.

- Collaborate with team members to develop and monitor instructional action plans.
- Review available student data prior to delivering instruction to ensure effective instructional planning.
- Complete student progress reports twice per academic year.
- Participate in student progress team meetings with colleagues (administration, advisors, instructors, etc.).
- Implement evidence-based instructional practices within their classroom.
- Effectively utilize technology to enhance student learning and increase student progress. All ABE instructors must use Google Classroom, Google Applications for Education, and Newsela, to enhance the delivery of academic content and digital literacy skills amongst their students.
- Engage in common planning time with peers offering the opportunity for a collegial exchange of ideas and the development of creative and engaging lessons.
- Work cooperatively with administrative staff to ensure curriculum is aligned with the College and Career Readiness Standards for Adult Education.
- Arrive on site at least ten minutes prior to the beginning of class and stay until class is scheduled to end.
- Participate in at least twelve hours of professional development activities aligned to personal and programmatic goals and initiatives.
- Instructors with less than one year experience in adult education must attend DESE sponsored "New Staff Orientation" as conducted by SABES within one year of employment start date.
- Participate in an annual instructor effectiveness evaluation conducted by the program director designed to identify areas of professional strength and challenge in the employees professional practice.
- Participate in annual performance review with direct supervisor and/or designee including any or all of the following: (1) short mini-observations (2) Formal classroom observations (3) Formal review process as dictated by the Office of Human Resources and the MCCC contract.
- Maintain electronic copies of lessons plans aligned to the program's curriculum and the appropriate standards (national, state, academic, content,

career, etc.)

- Attend all program wide meetings as scheduled by Assistant Dean or designee.
- Participate in regularly scheduled curriculum development and program improvement activities as assigned by the Assistant Dean or his/her designee.
- Work in collaboration with program on implementing multi-year strategic plan aligned to WIOA, State, and Local priorities.
- Work cooperatively with educational and career advisors to assist each enrolled student in the development of a comprehensive education and career plan that includes education and training opportunities along regionally identified career pathways.
- Collaborate with program administration to develop and implement an annual professional development plan approved by the program director and linked to the multi-year strategic plan.
- Collaborate with regional partners to ensure access to education and training opportunities to enhance employability and student success.
- Other Duties as assigned.

Requirements:

Bachelor's Degree in Education or related field required
Computer Literacy Skills
Excellent oral and written communication skills
Previous classroom experience preferred
Previous Experience working with adult learners preferred.

Additional Information:

Salary: \$28.29 per hour Grant Funded Position
Employee Status: Part Time
Benefits: No
Hours per Week: Not to exceed 18

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:

The following documents are required:

1. Resume
2. Cover Letter

*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).

To Apply: <https://mwcc.interviewexchange.com/jobofferdetails.jsp?JOBID=98635>