

# BCYF Perkins Community Center Adult Learning Program : HiSET Teacher

**TITLE:** HiSET Teacher

**REPORTS TO:** Education Unit Manager

**SUMMARY:** The BCYF Perkins Community Center Adult Learning Program, located at 155 Talbot Avenue in Dorchester is an ACLS funded education program providing High School Equivalency (formerly GED) education to residents of Boston. We offer ESOL classes as well.

## **Qualifications:**

- Bachelor's degree or higher preferred.
- Experience working with adult learners
- Ability to adapt teaching styles and materials to meet the needs of learners
  - Familiarity with thematic based units across the curriculum
  - Ability to work with other teachers in delivering thematic based units
- Familiarity with the College and Career Readiness Standards for Adult Education
- Strong listening, oral, and written communication skills
- Ability to work well in a community-based program with a diverse population

## **Responsibilities:**

- Plan and deliver instruction to all HiSET students in given subjects: ELA, Social Studies, Science
- Deliver standard and teacher developed assessments to track progress of students
- Collaborate with all Education Staff on overall program delivery
- Maintain student records including attendance and assessments
- Incorporate technology and workforce readiness skills, when appropriate, into the curricula
- Participate in regular staff and program development
- Other duties as assigned.

## **Schedule/Hours**

Classes meet Tuesday and Thursday, 6-9 PM.

The position entails 6 teaching hours and additional prep time.

To apply, please contact Michael Farma, Education Unit Manager

([Michael.Farma@boston.gov](mailto:Michael.Farma@boston.gov)).

Be sure to include your resume and a thoughtful cover letter. A sample lesson will be requested during the interview process.

