

**Position: PreHiSET TEACHER  
(Grade Level Equivalent 4-7)**

**Overview:** This position is for 25 hours a week, Monday-Friday. Direct teaching hours are 9:30AM-2:30PM and the rest of the schedule is subject to negotiation. This position includes vacation, sick, and personal days. Holidays are paid according to MUA's calendar. **This position does not include health insurance. Hiring salary range is \$20-\$25 an hour depending on experience.**

- Teach GLE 4-7 (Literature and Grammar) and GLE 4-7 (Mathematics, Science, Social Studies) HI-SET classes in Spanish. The class must prepare students in the 5 subjects pass to the upper-level HiSET courses, where they take exams with the HiSET Testing Center.
- Connect weekly student focus groups, workshops, and trainings to classroom instruction.
- 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 (ESE) 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 SMARTT 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 (native Spanish speaker highly preferred)
- 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