



Job Posting

Adult Basic Education (ABE) Instructor (posted October 18, 2021)

Adult Basic Education (ABE) Instructor

JVS is seeking a contract ABE instructor for 16 hours/week. The ABE instructor provides reading, writing, and math instruction at the low literacy level to students aged 17 and older. The position will be in person in the East Orange office, Monday through Thursday, 1 to 5 PM. Students will be learning virtually through December; returning in person in January. All employees and contractors must be fully vaccinated to work on-site.

What we are looking for

Candidates should have knowledge of education methodologies, experience with distance learning tools, including Google Classroom, Google Meet, and Zoom. Candidates should understand that the most important part of the program is to be student-centric and relevant. Strong verbal, writing and computer skills. Good with required paperwork.

Essential Functions

- Teaches basic reading, writing, and math to adults who are functioning at a reading level between 3rd grade and 6th grade as measured by the CASAS test.
- Creates and develops relevant and interactive lesson plans in accordance with College and Career Readiness Standards to help students prepare for the HSE exam or employment.
- Monitors students' performance to ensure positive educational gains.
- Contacts students through email and phone calls to ensure retention in program.
- Provides weekly attendance to department staff.
- Attends instructor and departmental meetings as scheduled. Collaborates with other instructors, department staff, and students to create and maintain an inclusive and student-centered learning environment.
- Participates in a minimum of 8 hours of Professional Development annually.

Knowledge and Abilities

- Must enjoy working with adult learners and understand the different teaching principles needed to engage adults in the learning process.

- Ability to relate, collaborate and communicate well with individuals from all socio-economic levels and diverse backgrounds with respect and sensitivity
- Ability to demonstrate a variety of instructional techniques and methods
- Proficiency with distance learning platforms including Google Classroom and Zoom and Microsoft Office Word and Excel. Ability to use computers and Smartboard for in-person classroom instruction.
- Must be able to communicate effectively both orally and through correct written grammar and usage.

Preferred Qualification and Experience

Minimum BA degree in Education or related field

Teaching Certification (preferred)

Experience working with adult learners

Classification and schedule

This is a contract position with the expectation of teaching 16 hours per week, Monday-Thursday 1:00-5:00pm.

Salary

Salary is \$25 per hour.

To apply

Please submit a resume and cover letter highlighting why you are a perfect fit for this position. No phone calls please. As we would like to fill this position in a timely manner, we will accept applications on a rolling basis until the position is filled.

About JVS

JVS of Metrowest is a nonprofit, community-based health and human service organization, delivering a wide array of personalized services on a nonsectarian basis to nearly 20,000 individuals each year. The people we help range in age from 14 to 100+. We provide services to individuals throughout New Jersey and business-to-business services to hundreds of companies across the State.

JVS provides an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, genetics, gender identity, or veteran status and will not be discriminated against on the basis of such characteristics or any other status protected by the laws or regulations in the location where we operate.