

PART-TIME HOURLY TEACHERS AND SUBS NEEDED
Saint Paul Adult Basic Education (Hubbs Center)
Online and in-person classes

Hubbs Center is seeking remote and in-person instructors for English language/adult basic education classes for adults. Hubbs Center has daytime and evening classes in both remote and in-person formats. We use Google Meet and Google Classroom for online classes. Hourly teachers may not work more than 14.5 hours per week.

Required Qualifications: A valid Minnesota teaching license (ABE/ELL/related) and/or master's degree (ABE/ELL/related) is required.

Rate of pay: \$27.84 per hour for teachers with a valid MN teaching license; \$22 per hour for teachers with a master's degree but no teaching license.

Responsibilities of this position include:

Instruction: Use best practices in instruction for adult learners and align lessons with state curriculum standards; use a variety of instructional techniques to address diverse needs and goals of learners. Assign lessons in distance learning platforms. Find a substitute to cover the class in case of absence; prepare lesson plans for substitutes. Must be comfortable teaching online as well as in person.

Curriculum, planning and assessment: Design and develop supplemental materials as needed for curriculum; participate in curriculum design for program, including the use of technology and distance learning platforms. Assess and evaluate student achievement according to accepted measurement criteria.

Other: Survey needs, report problems, and make recommendations to administration/teaching teams.

Promote ABE and assist in student recruitment. Keep informed of research and new developments in adult literacy education. Attend staff development activities offered by the district, State of Minnesota, and ABE program as needed. Record student attendance.

To apply, please send resume and cover letter to Cathy Grady, catherine.grady@spps.org, 651-744-1417, or contact Cathy with questions.

About the Hubbs Center/Saint Paul Adult Basic Education

Adult Basic Education (ABE) is a program of the Saint Paul Public Schools' Community Education Department. Educational services are available to adults who want to improve their basic skills, earn a GED, prepare for employment or post-secondary education, or learn English. ABE is also a partner in the [Saint Paul Community Literacy Consortium](#), a collaboration of agencies throughout Saint Paul that provide literacy services to adults in our community.

Mission

St. Paul Public Schools Adult Basic Education (Hubbs Center) partners with adults to enrich lives through education.

History

The Ronald M. Hubbs Center for Lifelong Learning opened in the fall of 1994, combining two major literacy centers in Saint Paul: the Adult Community Education Center and the Technology for Literacy Center. The Hubbs Center is a dynamic adult education facility located in the heart of Saint Paul's Frogtown-Midway communities. In 2014, we began offering services at the East Side Learning Hub @ Harding on the east side of St. Paul. These centers bring quality services close to the community and offers new technologies to meet diverse lifestyles.