

PART-TIME HOURLY TEACHER

Saint Paul Adult Basic Education

Saint Paul Adult Basic Education (Hubbs Center) is seeking instructors to teach English language/ adult basic education skills to adults at various times of the day and evening (mostly weekdays). Currently, we need a teacher on Tuesdays and Thursdays from 5:00 - 8:00 pm. The Hubbs Center is one of the largest Adult Basic Education (ABE) programs in the state, offering adults a wide range of English language, reading, math, GED and adult diploma programming, as well as citizenship, computer and job skills classes and online/distance learning options.

Preferred qualifications include: a valid Minnesota Teaching License and/or MA in ELL/ABE and professional education background/training; understanding of and commitment to principles of adult learning and literacy instruction (knowledge of ABE content standards a plus); experience teaching adults in lab and classroom settings; experience with computers and other forms of instructional technology; knowledge of testing and measurement of adult learning including authentic assessment techniques; knowledge of curriculum alternatives and best practices for adult literacy instruction; proficiency in oral and written communication skills; knowledge of community resources; flexibility in scheduling: sites, class content, days of the week and hours.

Responsibilities of this position include:

Instruction: Use best practices in instruction for adult learners; use a variety of instructional techniques to address diverse needs and goals of learners. Find a substitute to cover the class in case of absence; prepare lesson plans for substitutes. Work with the Volunteer Coordinator to provide opportunities for students to get extra help from volunteer tutors. Participate in a Professional Learning Community (optional). Collaborate with colleagues on an instructional team.

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

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

Use technology for communication, information tracking and data collection. 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. Complete required reports accurately and submit promptly. Make appropriate referrals for learners to the school counselor and community agencies.

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

The mission of Saint Paul Public Schools Adult Basic Education is to provide adults with educational opportunities to acquire and improve their literacy skills necessary to be self-sufficient and to participate effectively as workers, family members and citizens.

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 addition to quality classroom instruction, exciting events provide an opportunity for the learners to be encouraged in the pursuit of their own academic and workforce goals. 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.