



posted on AboutBlackBostonOnline.com 8/18/2019

Position: ADP Science Instructor

Position Class: Learned Professional

Reports to: Manager of Instructional Services, Academic Services Division

Salary Grade: 3

Supervises: N/A

FLSA: Exempt

JVS is a non-profit, non-sectarian agency. Our mission is to empower individuals from diverse communities to find employment and build careers; and to partner with employers to hire, develop and retain productive workforces.

JVS provides a broad range of services including adult education, skills training, job readiness training, job placement and support, and access to post-secondary education. JVS assists employers in their search for well-qualified job applicants and their initiatives to upgrade the skills of their incumbent workforce.

Position Summary: The JVS-Adult Diploma Pathway (ADP) program is seeking a science instructor for its adult high school. The ADP program is a competency based assessment system where students produce evidence to demonstrate skills attainment. ADP students earn a high school diploma. The position involves preparing ADP students to demonstrate skills by completing nine assessment tasks at a high school level. These assessment tasks require background knowledge in various content including ecology, genetics, biology, and engineering. The instructor will prepare students for these assessment tasks by providing students with this background knowledge. As much as possible a hands-on, experiential approach to instruction is preferred.

The ADP student population features wide diversity including cultural, age, linguistic, and gender diversity. The individual who fills the ADP science instructor position should be an educator who thrives in this unique, but challenging educational environment

ESSENTIAL JOB FUNCTIONS:

Building Relationships, Collaboration and Teamwork

- work collaboratively with and encourage collaboration between team members to ensure performance goals are met
- attend and actively participate in staff meetings and team-based projects
- provide assistance to fellow team members when needed
- support and promote the mission and philosophy of JVS both internally and outside the agency
- establish relationships with key stakeholders (participants, employers, partner organizations, funders) and work collaboratively in a structured and on-going manner
- take ownership of the instructor role as leader both in and outside the classroom
- model behaviors and skills JVS delivers in classrooms and programs
- create a classroom environment where all students feel heard, can express ideas, learn and problem solve in creative ways

Students/Classroom

- develop daily lesson plans using experiential approaches for each component outlined in the ADP Science curriculum and submit these plans to the Manager of Instructional Services as requested
- deliver all material outlined in the curriculum contextualized to college and career readiness; integrate DESE curriculum frameworks and JVS Core Skills with the goal of ensuring that all students obtain the skills necessary to take their next steps
- develop and modify curriculum based on the needs of both the students and the program goals

- incorporate new trends and skill components into the curriculum on an ongoing basis to ensure the content delivered is current
- guide students to pass MCAS requirements via the mode most appropriate to them, either portfolio or test
- be flexible to individual learning styles, and set appropriate limits to ensure all students have an equal opportunity to learn
- assist students in areas of difficulty and as time permits, provide additional assignments for students who will benefit from extra work

Accountability and Results Focused:

- establish, track and meet program dashboard indicators (ex. enrollment, retention, skill attainment, client satisfaction)
- deliver all subject matter outlined in the curriculum with the goal of ensuring that students obtain the predetermined outcomes (skills)
- assign, review and correct (respond to) student work in a timely and ongoing basis
- assist with planning and implementation of the Celebration of Achievement/Graduation ceremonies
- be flexible to individual learning styles, and set appropriate limits to ensure all students have an equal opportunity to learn
- develop and modify curriculum based on the needs of both the participants and program
- assist students in areas of difficulty and provide additional assignments for students who will benefit from extra work
- generate strategy and solutions in response to both unforeseen and planned changes, setbacks and challenges

Administrative/Communication Skills

- communicate regularly with supervisor to ensure smooth delivery of services
- resolve disagreements and conflict in a professional and productive manner
- evaluate student progress on a regular basis, as well as provide students with feedback regarding performance in class and any obstacles that may be impeding progress
- complete competency checklists (report card) and/or individual learning plans for each student verifying attainment of stated program competencies/skills
- submit a class syllabi and units of study at the beginning of each cycle
- create emergency lesson plans and submit these plans at the beginning of each active cycle
- track and report attendance, homework completion, classroom participation and testing outcomes on a weekly/monthly basis
- complete program summary reports for employers, funders, JVS leadership and other stakeholders
- perform other duties as requested

Minimum Qualifications and Experience:

- **2-3 years of science teaching experience required**
- **1-2 years of hands-on, experiential instruction preferred**
- **1-2 years in a competency based assessment setting preferred**
- experience teaching adult non-native speakers of English preferred
- knowledge of adult learning theory
- ability to deal tactfully and effectively with a diverse group of clients at all levels of the organization
- presentation and facilitation skills
- **strong Microsoft Office Suite skills**
- strong written and oral communication skills
- **interpersonal, communication and organizational skills**
- **ability to work as part of a team as well as independently**

EDUCATION REQUIRED: BS in Education or related field

KEY COMPETENCIES:

Promotes Agency

Initiative

8/19/2019

Building Relationships, Collaboration and Teamwork
Adapting to Change
Accountability and Results Focused
Communication Skills
Cultural Competency and Respect
Planning/Organizing

JOB COMPETENCIES:

Instructional planning
Instructional delivery
Progress tracking
Progress reporting
Student skill attainment

MENTAL DEMANDS:

Reading Language
Detailed work Math
Confidentiality Multiple concurrent tasks
Problem Solving External contacts
Verbal and Written communication

PHYSICAL DEMANDS:

Sitting Attendance
Speaking Listening

WORKING CONDITIONS: Occasional local travel, evening hours and some weekend availability required.

JVS CULTURE: JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.