

# Full-Time Adult Educator

## Education and Employment



St. Mary's Center for Women and Children is located in Dorchester, Massachusetts. The Center is a community-based social justice service agency that provides residential, educational, job skills training, and other support services to women, teens, infants, and children.

St. Mary's Center **seeks a full-time Adult Educator** for the inclusive Adult Basic Education Program (Women's Learning Center). The Adult Educator will provide a range of adult educational assessment, remediation and occupational skills instruction services to program students and trainees.

### MINIMUM REQUIREMENTS/QUALIFICATIONS

#### Professional/Academic:

- Bachelor's degree from an approved teacher training program required.
- Three to five years -experience in high school or adult education or job skills training program.
- (Preferred) STAR trained/certified
- (Preferred) instructor capable of conducting formal and informal writing assessments, designing and implementing a writing program which meets CCR standards
- Solid knowledge and teaching experience with literacy and math (basic, algebra, geometry).
- Solid knowledge and teaching experience with literacy and social studies, science.
- Solid knowledge and teaching experience with Reading or STAR programs and Writing.
- Consistent willingness to teach various subjects and perform substitute duties in event of educator or Career Specialist absences.
- Broad based knowledge of the adult education field.
- Ability to teach at several ability levels.
- Advanced computer skills, Microsoft Word, and Internet proficiency essential.

#### Necessary Skills/Abilities:

- Patient, understanding, and supportive.
- Ability to engage in collaborative relationship with multidisciplinary team.
- Excellent written and oral communication skills.
- Excellent word processing and computer skills.
- Excellent interpersonal and organizational skills.
- Ability to prioritize and manage multiple tasks.
- Maintain flexible schedule to meet program needs and attend required meetings.
- Ability to work well under pressure.
- Comfortable with receiving clear, direct feedback from supervisors and peers.
- Appropriately interact with people from diverse socio-economic, racial and cultural backgrounds.
- Maintains an attitude of fairness, openness, and respect and supports the development of cultural competency at Mary's.
- Remains open to different opinions and viewpoints and is willing to learn from them.
- Respects and values all people's voices, including children, families and colleagues.
- Sense of humor.
- Highly flexible and energetic.
- Enjoys working with and motivating students.

**Must successfully complete St. Mary's required background record checks. Valid Driver's License preferred and meet minimum safe driver criteria.**

**Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.** Salary is commensurate with experience and qualifications.

**To Apply:** Submit cover letter with qualifications that relate to this position and resume to ([jobs@stmaryscenterma.org](mailto:jobs@stmaryscenterma.org)) Include in Subject Line: "Adult Education Instructor"

**No phone calls please.**

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Job Type: Full-time

Required education:

- Bachelor's

Required experience:

- High School or Adult Education: 3 years
- Job Skills Training: 3 years
- Teaching: 2 years