



**Title: Adult Education Math Teacher – Part-time**

**Overview:** The Literacy Center seeks a part-time teacher for pre-GED/GED Math teacher. This position reports to the Executive Director.

The Literacy Center is an adult education organization that provides English classes and high school equivalency preparation courses to adults in the greater Attleboro area. The Math Teacher will teach individuals who need additional basic math instruction prior to joining our GED course. Coursework includes basic algebra and geometry. This course will be taught on Zoom and fluency in Zoom is required.

The hours for this course can be flexible, with the hopes that a teacher will be able to teach the course on Monday/Wednesday evenings (6pm-7:30pm) or Tues/Thursday evenings (6pm-7:30pm); however, there is some flexibility in this schedule. Additional prep time is included in the compensation package.

**Duties:**

- Develop and teach a math curriculum that works with individual learners' goals and needs;
- Coordinate with the GED teachers to ensure students receive instruction that is needed to enter the GED class;
- Develop, prepare, and implement lesson plans on a weekly basis;
- Evaluate, assess, and plan for student's educational and social needs;
- Attend pertinent professional development opportunities as required;
- Attend monthly staff meetings via Zoom (or in-person when COVID restrictions allow);
- Participate in an annual evaluation by the Director which will include observation and written feedback.

**Minimum Qualifications Required:**

- Ideal candidate will be a team-player who is interested in the personal and professional growth of their students and can engage with a diverse range of individuals with the highest level of respect;
- 3 years minimum previous experience teaching adults (18+) *required*;
- Bachelor's degree in education or related field, valid MA teaching certificate or Massachusetts ABE teaching license preferred;
- Equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved.

**Compensation:**

- \$26.75/hour with 30 minutes of paid prep for every hour of teaching

- SIMPLE IRA plan with a match of up to 3% by The Literacy Center
- Technology to teach class virtually can be provided if needed.

The Literacy Center is an equal-opportunity employer. Women, minorities, and people from the LGBTQ+ community are welcome and encouraged to apply. The Literacy Center is an equal-opportunity education institution. All staff must exhibit the utmost respect for individuals from other countries, cultures, and backgrounds, and possess a willingness to teach and work with diverse individuals regardless of race, religion, gender expression, age, national origin, disability, status, sexual orientation, or military status.

To Apply:

Send a resume and cover letter to Amanda Blount, Executive Director of The Literacy Center:  
[ablount@theliteracycenter.com](mailto:ablount@theliteracycenter.com)