

## UNITED SOUTH END SETTLEMENTS

*United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End – Harriet Tubman House, South End House, the Children’s Art Centre – and Camp Hale on Squam Lake in New Hampshire. Please visit our website at [www.uses.org](http://www.uses.org).*

Field Code Changed

### English/Language Arts Teacher

#### GENERAL DESCRIPTION

Reporting to the Director of Workforce Readiness, the English/Language Arts Teacher works with Workforce Readiness staff and students to create a learner-centered, participatory adult education program and an environment that is conducive to learning and student empowerment for intermediate and advanced students (above 4.0 GLE).

This position is full-time and year round.

#### QUALIFICATIONS

1. Master’s degree in Education, or other relevant field, or equivalent experience; and, a minimum of three years teaching, preferably in a Department of Education funded adult basic education program
2. Excellent organizational, interpersonal, communication, writing, and curriculum development skills are required
3. Familiarity with Microsoft Word and Outlook
4. Ability to work as part of a team
5. Demonstrated ability to work independently
6. Knowledge of SMARTT and experience with TABE a plus
7. STAR trained /certified required.

#### RESPONSIBILITIES

1. Teach fundamentals of reading, social studies, science, and writing with an emphasis on strategies for improving comprehension and test-taking success to Pre GED and GED classes.
2. Assess and monitor students regularly to measure progress and plan individualized instruction
3. Integrate computer-aided instruction, college and career readiness into lessons as appropriate.
4. Compile and submit lesson plans integrating MA DESE curriculum frameworks

5. Monitor and assess students' progress on a regular basis; informing the ABE Program Manager and/or Educational Counselor and/or Transition to College Advisor of changes in participants' status.
6. Maintain all necessary students files and records
7. Assist with outreach, recruitment, assessment, and placement of students as needed
8. Help to set students' goals and follows-up on goal attainment with program counselor
9. Provide guidance and support to volunteer tutors and student interns as needed
10. Pursue opportunities for professional growth
11. In consultation with students, develop formal Individual Learning Plans each semester according to MA DOE Language Arts Curriculum Frameworks
12. Design lessons, create and select lesson materials for reading, social studies, science, and writing that relate to student goals
13. Meet individually with students outside of class to give extra help with lessons
14. Supervise assigned volunteers and interns in their capacities as tutors and classroom assistants to ensure that they provide quality instruction to students
15. Prepare Individual Progress Reports for all students each semester
16. Attend staff development workshops (45 hours per year)
17. Attend weekly Workforce Readiness department meetings
18. Perform initial intake and DAR assessment.
19. Maintain daily attendance records
20. Participate in all-agency meetings and functions as required
21. Be mindful that others share classroom space in the hours when ABE is not operating
22. Keep classroom neat for students, self, and other groups

**PHYSICAL REQUIREMENTS** (with or without accommodation)

Must be able to stand, finger, talk, hear, and be capable of repetitive motion

Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly

Work requires close visual acuity

Position is not substantially exposed to adverse environmental conditions

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*The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.*

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**To apply, please email resume and cover letter to: [humanresources@uses.org](mailto:humanresources@uses.org)**

**In the subject line, please specify the position to which you are applying.**

**No phone calls, please.**