



UNITED SOUTH END SETTLEMENTS

United South End Settlements (USES) is a community-based nonprofit organization focused on improving the health, safety, education and economic security of low-income residents in and around the South End Lower Roxbury neighborhood of Boston by leveraging multi-generational and inclusive approaches that strengthens families. 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.

Math Teacher

GENERAL DESCRIPTION

Reporting to the Director of Workforce Readiness, the Math 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). The Math Teacher will teach small classes with volunteer support and a state-of-the-art computer lab. This position is full-time, year round with day and evening hours.

QUALIFICATIONS

1. Commitment to USES’s mission and programs
2. A bachelors degree, a masters degree a plus, and minimum three years experience teaching adults, preferably in a DESE-funded program
3. Good organizational, interpersonal, communication, writing, and curriculum development skills
4. Proficient in Microsoft Office
5. Knowledge of SMARTT and experience with MAPT a plus

RESPONSIBILITIES

1. Well-versed in principle and practices of adult learning.
2. Teach math with an emphasis on strategies for improving understanding and test-taking success
3. Assess students regularly to measure progress and plan individualized instruction
4. Perform formal assessments (MAPT as appropriate) 3 times per year and classroom assessments on an ongoing basis

5. Collaborate with Workforce Readiness team regarding assessing, tracking, managing student progress, and supporting the success of the department.
6. In consultation with students, develop formal Individual Learning Plans and goals each semester according to MA DOE Mathematics Curriculum Frameworks
7. Ensure that lessons adhere to standards and strands
8. Design and catalogue lessons, create and select lesson materials for math that relate to student goals
9. Incorporate work-readiness, study skills, test taking, and other achievement-oriented elements into curriculum and classroom activities
10. Collaborate with the Technology Education Teacher to provide students with weekly computer-aided instruction
11. Meet individually with students outside of class to give extra help with lessons
12. Supervise assigned volunteers and interns to ensure that they provide quality instruction to students
13. Attend Workforce Readiness department and supervisory meetings
14. Maintain daily attendance records and student folders
15. Participate in all-agency meetings and functions as required
16. Keep classroom neat for students, self, and other groups
17. Attend staff development workshops (45 hours per year)
18. Work closely with the Educational Counselor to ensure that classes relate to students' home and work needs
19. Perform intake and assessment as needed.
20. Assist the Director of Workforce Readiness as required with administrative tasks
21. Be mindful that others share classroom space in the hours when ABE is not operating
22. Work collaboratively as an active team member of the department and overall organization

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

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.

To apply, please email your resume and a thoughtful cover letter to: humanresources@uses.org
In the subject line, please specify the position to which you are applying. No phone calls, please.

