
Job Title	Bridge to College and Careers Program Instructor
PVN ID	LA-1808-002689
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Adult Basic Skills/Bridge to College and
Status	Part Time
Hourly Rate	\$32.00
Hour(s) a Week	30.00
Closing Date	Oct 12, 2018 (Or Until Filled)

General Description

The Adult Basic Skills/Bridge to College and Careers Department (www.laguardia.edu/pcap) is seeking a part-time instructor (30 hours per week) to deliver comprehensive career focused high school equivalency instruction for the Adult Basic Skills/Bridge to College and Careers Program.

The Bridge Program is an academically rigorous academic preparatory program for low income adults and out-of-school youth. Designed as a springboard to either college or professional training, classes provide career-focused academic preparation that develops students' reading, writing and math skills in preparation for the high school equivalency examination and post-secondary education. Contextualized, interdisciplinary coursework investigates themes in healthcare, business and science. To learn more about the program, visit <https://www.laguardia.edu/ce/pages/pre-college-and-high-school-equivalency/bridge-to-college-and-careers-program/>.

The instructor collaborates with the program manager, co-instructors and advisors to deliver instruction and student services in a team-based model service model. The instructor develops and pilots contextualized curricula, maintains an online course portal, supports students with individual and small group tutoring and via out of class communication, implements formative and summative student assessment. The instructor also participates in regular staff development, program and case management meetings and is an active participant in delivering comprehensive student support services for current students and alumni of the Adult Basic Skills/Bridge Program.

Other Duties

The instructor will teach up to 30 hours per week, during daytime and evening hours and provides additional out-of-class time instruction for students who require additional skills development. The instructor will be provided with a proven Adult Basic Skills/Bridge to College & Careers curriculum designed to help nontraditional adult students develop their reading, writing, oral, basic math, and critical thinking skills in

preparation for the high school equivalency (TASC) exam, admission to college, and advancement in the workplace, and will be expected to develop complimenting supporting lessons, materials for differentiating instruction and learning assessments as needed.

Daily work includes classroom instructional time as well as regular case management and program meetings and includes the following responsibilities:

- Design and deliver contextualized basic skills curricula
- Deliver instruction to high school equivalency students enrolled in Adult Basic Skills/Bridge to College and Careers Program and college prep classes for up to 30 hours per week
- Provide student assessment updates on a biweekly schedule at Bridge Program meetings
- Provide regular appropriate instructional interventions for identified students according to program calendar
- Plan, co-teach and collaborate with instructional staff and program staff
- Design and prevent campus based staff development sessions for instructional staff, in collaboration with professional developers
- Participate in position-related professional development
- Establish program benchmarks in collaboration with program coordinator
- Implement data collection, entry, and reporting procedures for student assessments, attendance and other areas each semester
- Other related duties as assigned.

Qualifications

- Bachelor's Degree Required. Master's degree in secondary education, literacy, reading, mathematics, adult education or related field strongly preferred
- Minimum 3 years teaching experience in adult education, secondary or post-secondary education classrooms.
- Demonstrated understanding and use of inquiry-based and constructivist pedagogies.
- Demonstrated use of interdisciplinary approach to math instruction and literacy instruction
- Familiarity with College and Career Readiness Standards & high school equivalency assessments
- Experience working as a member of a project team or department that includes, but is not limited to: teachers, faculty, support professionals and administrators.
- A commitment to supporting college readiness & success for under served students
- Ability and skill to motivate and lead non-traditional learners to persist and thrive in new collegiate and academic environment.
- Experience working with a diverse adult or out-of-school youth student population, preferably in a higher education setting.
- Experience using digital learning management systems to complement in class instruction.
- Excellent written and verbal communication skills.
- Proficiency in MS Office suite (Word, Excel, Access, PowerPoint), learning management system platforms, email, and social media platforms.
- Both day time and evening working hours are required for this position.

To apply, submit a resume, cover letter and a sample of a recent lesson or unit plan designed to develop

students' basic literacy and numeracy skills. Applicants should upload the cover letter and work sample as one attachment.