

Part-time ABE/HSE Instructor – Adult Education (In-Person)

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.

St. Nicks Alliance Workforce Development Center empowers and trains historically marginalized community members from North and Central Brooklyn to move from unemployment to careers and jobs with sustainable wages enabling over 1800 local residents annually to improve their economic status. Our services are robust and range from Employment-Contextualized ESOL, Digital/Computer Literacy, ABE, and HSE to Workplace Success Skills Training and Job Placement to Sector-Based Employer-linked Vocational Training with a focus on career occupations in the Building Trades, Healthcare, Technology and Financial Service sectors.

We are currently seeking a **part-time Adult Basic Education (ABE) instructor** for our Workforce Development at 92 Throop Avenue in Brooklyn.

What you'll do:

St. Nicks Alliance Workforce Development Center seeks a part-time ABE teacher to work with a diverse group of adult learners in the Adult Education Program, in a way that is dynamic and contextualized for students' practical use. This position requires creativity and dedicated ABE instructors particularly experienced with adults to teach a range of lower-level learners. The open schedule is for Monday and Wednesday evenings. The part-time ABE instructor reports to the Adult Education Program Manager.

Specific duties include, but are not limited to:

- Manage a classroom of up to 15-20 adults over the age of 16+
- Providing high-quality instruction to help students develop their conceptual understanding of all four GED subjects (math, science, social studies, writing/RLA)
- Teaches adult students from various socio-economic backgrounds and education levels to take and pass the GED (High School Equivalency) exam
- Develop tailored lesson plans to address literacy, numeracy, and science concepts
- Monitor students' educational progress and liaise with staff members to provide feedback and establish education plans
- Administer TABE 13/14 assessments, tests and track results
- Take and document student attendance for each session
- Attend RAEN professional development and additional training, according to the city and state standards
- Demonstrate ability to perform multiple tasks effectively in a fast-paced environment
- Other duties as assigned by the program manager of Adult Education, director of Workforce Operations and the senior managing director of Workforce

What we are looking for:

- Must be available to teach in person at St Nicks Alliance Workforce Center at 92 Throop Avenue in Brooklyn
- The ideal candidate will have a bachelor's degree in education and minimum 3+ years teaching
- Excels working in a collaborative environment to achieve target objects and outcomes
- Experienced in utilizing distance learning tools and resources
- Experienced as an instructor with good interpersonal skills who enjoys working in diverse linguistic and cultural settings
- Excellent communication, organizational, verbal and written skills
- Certification in TABE 13/14 testing preferred



- Experience with TABE testing preferred

What's in it for you:

- compensation range: \$45-50 per hour
- Paid sick time

How to apply:

Please submit a thoughtful cover letter, a brief writing sample, and a resume to mfrancois@stnicksalliance.org with “Part-Time ABE Instructor, Adult Education Program” in the subject line. Visit www.stnicksalliance.org to learn more about the organization. Please no phone calls.

St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

Visit Stnicksalliance.org