

Updated April 15, 2022



St. Paul Public Schools Adult Basic Education (Hubbs Center)

Seeking Summer School Teachers - June 20 – August 19, 2022, various classes Monday through Thursday

Hubbs Center is seeking instructors and substitute teachers for English language, math and reading classes for adults. We offer daytime and evening classes in both online (using Google Meet) and in-person formats. Hubbs Center, part of the St. Paul Public School district, ISD #625, is one of the largest Adult Basic Education (ABE) programs in Minnesota. We work with more than 4,000 adults annually, helping them to reach their goals: preparing for college and careers; earning a GED; gaining U.S. citizenship; improving their reading, math, technology and English language skills, and much more. Our students come from the U.S. and 52 other countries and speak 72 different languages.

Minimum Qualifications: Either a valid Minnesota teaching license (ABE/ELL/related) or master's degree (ABE/ELL/related).

Rate of pay: \$27.84 per hour for teachers with a valid MN teaching license (hourly rate may be increasing to \$30 per hour after Board of Education approval); \$22 per hour for teachers with a master's degree but no teaching license.

Responsibilities include:

Instruction: Use best practices in instruction for adult learners and align lessons with state curriculum standards; use a variety of instructional techniques to address diverse needs and goals of learners. Assign lessons in distance learning platforms. Find a substitute to cover the class in case of absence; prepare lesson plans for substitutes.

Curriculum, planning and assessment: Design and develop supplemental materials as needed for curriculum; participate in curriculum design for program, including the use of technology and distance learning platforms. Assess and evaluate student achievement according to accepted measurement criteria.

Other: Survey needs, report problems, and make recommendations to administration/teaching teams.

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Promote ABE and assist in student recruitment. Keep informed of research and new developments in adult literacy education. Attend staff development activities offered by the district, State of Minnesota, and ABE program as needed. Record student attendance in ABE database.

TO APPLY: Please send resume and cover letter to Cathy Grady 651-744-1417, or contact Cathy with questions: Catherine.grady@spps.org. Please indicate your availability for daytime, evening, online and in-person classes and indicate that you are able to teach daytime online classes from the building (not from home). Evening online classes may be taught from home/remotely.

About the Hubbs Center/Saint Paul Adult Basic Education

Adult Basic Education (ABE) is a program of the Saint Paul Public Schools' Community Education Department. Educational services are available to adults who want to improve their basic skills, earn a GED, prepare for employment or post-secondary education, or learn English. ABE is also a partner in the *Saint Paul Community Literacy Consortium*, a collaboration of agencies throughout Saint Paul that provide literacy services to adults in our community.

Mission

St. Paul Public Schools Adult Basic Education (Hubbs Center) partners with adults to enrich lives through education.

History

The Ronald M. Hubbs Center for Lifelong Learning opened in the fall of 1994, combining two major literacy centers in Saint Paul: the Adult Community Education Center and the Technology for Literacy Center. The Hubbs Center is a dynamic adult education facility located in the heart of Saint Paul's Frogtown-Midway communities. In 2014, we began offering services at the East Side Learning Hub @ Harding on the east side of St. Paul. These centers bring quality services close to the community.