



## **PART-TIME ELL TEACHERS FOR ADULTS**

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

Hubbs Center is seeking several English Language Instructors for classes (mostly evening classes) starting September 5, 2023. Our program, part of SPPS Community Education, is one of the biggest adult education programs in Minnesota and was recently named Minnesota's Best Adult Learning program by the Star Tribune's Reader's Choice. Our students come from the U.S. and more than 50 other countries around the world.

**Hours:** Various. Several teachers needed for Monday – Thursday, 5 – 8 pm in-person ELL classes at Hubbs Center, 1030 University Avenue W., St. Paul, MN. Other teachers for ELL, math and college prep needed online in evenings (generally 5:30-7:30 pm). Other needs may include daytime online classes.

**Minimum Qualifications:** A valid Minnesota teaching license (ABE/ELL/related) **OR** master's degree (Education/ABE/ELL/related).

**Rate of pay:** \$30 per hour for teachers with a valid MN teaching license; \$22 per hour for teachers with a master's degree but no teaching license. Paid prep time, meeting time and professional development hours included.

**TO APPLY:** Please send resume and cover letter to Cathy Grady, [catherine.grady@spps.org](mailto:catherine.grady@spps.org), 651-744-1417, or contact Cathy with questions.

### **Primary Responsibilities**

**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 materials and lessons as needed to supplement existing curriculum; assess and evaluate student progress according to accepted measurement criteria.

**Other:** Record student attendance in ABE database. Promote ABE and assist in student recruitment.

***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. 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.

#### *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 high quality, free services close to the community.