



**SEEKING SUMMER TEACHERS AND SUBS
& FALL EVENING TEACHERS**
St. Paul Public Schools Adult Basic Education (Hubbs Center)

Hubbs Center is seeking instructors and substitute teachers for English language and reading classes for adults. Classes are taught online or in-person, daytime and evening.

Current openings:

- One teacher for low level ELL class, in person at Hubbs Center, 9:30-1:30, Monday through Thursday. Summer Session: June 20 - August 17 (no school July 3 and 4).
- One teacher for Reading Lab for L1 learners with GED goals. This class is in person, 10:30-12:30, Monday through Thursday. Summer session: June 20 - August 17 (no school July 3 and 4).
- Evening in person teachers for ELL classes at Hubbs Center, 5 – 8 pm, Monday through Thursday, starting September 5, 2023.

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

Rate of pay: \$30/hr. for teachers with a valid MN teaching license; \$22/hr. for teachers with a master's degree but no teaching license. Paid prep time included.

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. Record attendance in ABE database.

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

TO APPLY: Please send resume to Cathy Grady, catherine.grady@spps.org, 651-744-1417 or 651-485-4066, or contact Cathy with questions. Please indicate which class you are interested in teaching.

About the Hubbs Center/Saint Paul Adult Basic Education

Hubbs Center, part of the St. Paul Public School district, serves more than 4,000 adults annually at two locations and various outreach sites. We help participants reach their goals of 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. as well as 52 other countries and speak 72 different languages. Our teachers are licensed, highly qualified professionals with many years of teaching experience. Hubbs Center was voted MN's Best Adult Learning Center by Star Tribune readers in 2022.