

Learning Specialist (Part-Time)
Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258933>

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Posted Jul. 1, 2025, set to expire Oct. 28, 2025

Job Title Learning Specialist (Part-Time)
Department Essex County Sheriff's Department
Institution Northern Essex Community College
Haverhill, Massachusetts

Date Posted Jul. 1, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Education

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Job Description

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Learning Specialist (Part-Time)

POSITION: Part-Time Learning Specialist (Learning Specialist): Essex County Sheriff's Department (ECSD); position includes travel within the Essex County Sheriff's Office Continuum; MCCC/MTA Unit Professional Position; 18.75 hours/week, Monday, Wednesday, and Friday 1:15pm - 7:30pm (Hours may be adjusted and compensated in alignment with contractual guidelines). This position is funded through general fund appropriations from the Essex County Sheriff's Department.

SUMMARY: The NECC Program at ECSD facilities offers classes in ESOL, HiSET/GED preparation (in English and Spanish), digital literacy, and more. Reporting to the Assistant Director of Teaching and Learning, the Learning Specialist will support incarcerated and justice-involved individuals in building

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literacy, numeracy, language and digital literacy skills, essential for achieving a high school equivalency (HSE) credential and for college and career readiness. The Learning Specialist will assist students at all levels in gaining the competencies needed to succeed in further education, training, and employment.

RESPONSIBILITIES: Specific duties for this position include:

- Teach in a correctional setting, working with incarcerated adults and justice-involved individuals who may have educational gaps or disabilities.
- Provide individualized and small group instruction to provide targeted support and meet diverse student needs.
- Determine student learning needs and sequence learning goals appropriately.
- Collaborate with colleagues and other instructors on curriculum development/revision, student assessment and instructional materials and strategy
- Adhere to ADA (American with Disabilities Act), including Individualized Education Plans (IEPs) and approved accommodations.
- Develop course curricula, syllabi and prepare/evaluate instructional
- Monitor student progress through assessments, engaging in continuous formative assessment and adjusting practice as needed to support student growth.
- Offer leadership opportunities to students, such as integrating Peer Tutors into classroom instruction.
- Promote a student-centered, cooperative learning environment that aligns with current adult learning theory, College and Career Readiness Standards Adult Education (CCRS AE) and Massachusetts English Language Proficiency Standards for Adult Education (MELPS)
- Teach skills (reading, writing, math, social studies, science) essential for earning a High School Equivalency Credential and for college and career readiness.
- Teach ESOL to English Language Learners.
- Utilize research-based practices, current instructional methods, and current materials to ensure effective, culturally responsive instruction
- Utilize curriculum to inform instruction and develop culturally responsive lesson plans
- Collaborate with advisors and colleagues to deliver specialized instruction tailored to individual needs.
- Enter student attendance daily into platforms mandated by funders
- Maintain up-to-date student records to ensure compliance with funder requirements.
- Incorporate technology into the instruction to enhance teaching and learning.
- Ensure student access to and use of technology during instruction.
- Maintain electronic copies of lesson plans aligned with program curricula, CCRSAE, and MELPS.
- Support the work of the advisors, developing comprehensive education, career, and transition

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plans for each student to support their future success.

- Adheres to policies, procedures, assurances and timelines defined by funder and internal guidance documents.
- Attend required staff meetings, professional development sessions, and conferences to stay informed and engaged.
- Participates in an annual evaluation/performance review conducted by the Education Director
- Performs other duties as requested by the Education Director or Assistant Director of Teaching and Learning
- The Classification Specification is available at:
[https://www.mass.edu/shared/classificationspecs/specsmccc/Learning Specialist - HB UPS5.doc](https://www.mass.edu/shared/classificationspecs/specsmccc/Learning%20Specialist%20-%20HB%20UPS5.doc)

Job Requirements:

MINIMUM QUALIFICATIONS:

- Bachelor's degree in required discipline, or a closely related field; with one (1) year experience and/or training that includes teaching, instructional technology or program development; or an equivalent combination of education, training, and experience.
- Ability to teach all HiSET/GED subject areas and ESOL
- Strong organizational and problem-solving skills
- Strong digital literacy skills
- Demonstrated writing and interpersonal communication skills
- Ability to work independently and as part of an educational team
- Ability to adapt to challenging environments
- Experience working with and supporting a culturally diverse population

PREFERRED QUALIFICATIONS:

- Master's degree
- Working familiarity with College and Career Readiness Standards for Adult Education and MA English Language Proficiency Standards for Adult Education
- Experience working in a correctional facility
- Experience working with adult learners
- Bilingual (Spanish/English)

EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with

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the equivalent combination of education, training, and experience required for the responsibilities of this position.

BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

GRADE AND SALARY: Anticipated salary is \$34,427.25 (\$35.31/hour) annually with complete fringe benefit package. Complete fringe benefit package including competitive health insurance, free dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits. Actual salary calculated in compliance with MCCC/MTA classification system. Official transcripts will be required at the time of hire.

ANTICIPATED START DATE: ASAP

To apply, click [HERE](#)

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Essex County Sheriff's Department
Northern Essex Community College

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