

Adult Basic Education (ABE)/High School Equivalency
(HSE) Instructor(s) (Part-Time)
Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263504>

Downloaded On: Oct. 7, 2025 2:45pm

Posted Oct. 7, 2025, set to expire Jan. 30, 2026

Job Title	Adult Basic Education (ABE)/High School Equivalency (HSE) Instructor(s) (Part-Time)
Department	Center for Adult Education
Institution	Northern Essex Community College Haverhill, Massachusetts
Date Posted	Oct. 7, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Education
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Job Description

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Adult Basic Education (ABE)/High School Equivalency (HSE) Instructor(s) (Part-Time)

POSITION: Part-Time Adult Basic Education (ABE)/High School Equivalency (HSE) Instructor(s) (Learning Specialist): Center for Adult Education; Lawrence Campus (420 Common Street); MCCC/MTA Unit Professional Position up to 7 hours per week

SUMMARY:The ABE/HSE Instructor is responsible for providing instruction and support to adult learners in preparation for the High School Equivalency Test (HiSET). The instructor will design and deliver engaging lessons in subjects including mathematics, reading, writing, science, and social studies, tailored to meet the diverse needs of adult students.

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Non-Credit Instructors are hired on an as needed basis. Courses may be offered in face-to-face, hybrid, or online modalities at our Haverhill and/or Lawrence campuses or at a workplace location in these or surrounding communities. Courses may be held during the day, in the evening, or on weekends.

Non-Credit Instructor positions are an "Open Pool" for the Fall 25/Spring 26 Academic Year. There may or may not be available openings at this time however, when an opening does occur, the hiring manager will draw from the pool of applicants we have on file.

RESPONSIBILITIES: Specific duties for this position include:

- Plan and facilitate lessons for adults who either lack a high school credential, or have tested below a 12th grade level in reading, language arts, or math using the MA Adult Education Content Standards
- Focus on developing critical thinking skills in addition to reading, writing, science, and social studies knowledge
- Support students' ability to succeed in a high school equivalency exam preparation
- Plan lessons for each class meeting
- Communicate academic material in a positive and appropriate learning environment
- Provide direct instruction, small group and individualized educational activities for students
- Use technology to support instruction virtually and in person
- Communicate with the Program Coordinator for High School Equivalency Programs
- Maintain required paperwork for the class including an online attendance roster, registration forms, and student portfolios
- The Classification Specification is available at:
<https://www.mass.edu/shared/classificationspecs/specsmccc/Learning Specialist - HB UPS5.doc>

Job Requirements:

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Education or related field
- Experience teaching in a community college setting and workplace settings
- Experience working with multilevel classes and differentiated instruction

PREFERRED QUALIFICATIONS:

- Master's Degree

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- Experience working at a community college.
- Bilingual (Spanish and English)
- Experience working with and supporting a culturally diverse population

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 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:

SALARY: \$40.00/hour for classroom instruction.

- Additional compensation: Two hours of prep per course, per week; Ten hours of professional development per semester; Five hours of meeting time.
- Non-benefited position

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

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Northern Essex Community College

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