Department: Licensure & Credentialing  
Position: Program Instructor  
FLSA Status: NonExempt  
Reports to: CES Director of Educator Licensure & Credentialing  
Salary Range: $3500 to $4500 per course

The CES Licensure Program is an alternative educator preparation program, approved by the Department of Elementary & Secondary Education (DESE) to provide endorsement for licensure in Massachusetts. Becoming an instructor for the CES Licensure Program includes meeting the standards outlined below, as well as the expectations set by our extended campus partner, Fitchburg State University (FSU). All CES Licensure Faculty must also be approved as adjunct faculty by FSU.

Our Purpose: CES Licensure Instructors teach semester long courses in our post-baccalaureate (graduate level) program. Individuals taking the courses may be enrolled candidates (either teachers of record in a classroom, or candidates who are new to teaching) in our Teacher or Administrator Licensure Program or they may be taking the class for professional development. Regardless, instructors provide the same learning activities and level or rigor to all course participants, regardless of their reason for participating. CES Licensure Instructors should have deep knowledge of the content of their course and the work of the educator and have experience working with adult learners.

The CES Licensure program supports and guides candidates to become:
- **Effective educators** - ready to integrate content area frameworks and role expectations with effective instructional pedagogy.
- **Instructional leaders** - reaching out beyond the boundaries of your classroom walls to collaborate with colleagues, administration, families & communities.
- **Agents for positive social change** - promoting equity and anti-racist education in their practice and their educational community.

We value: The provision of positive high-quality after school experiences that help young people develop skills and confidence that will help them find success in school and in life. **Social Justice and Equity** work is central to our mission, especially in these times. We understand that all forms of oppression are damaging.

Support: CES Licensure instructors participate in monthly faculty meetings to receive and share updates and support. Program instructors are in regular communication with all members of the CES Licensure team and are supported by the Online Learning Manager to develop and optimize courses in Canvas.

Essential Functions:
Course instructors will:

- Meet with the CES Licensure Program Director as needed to align curriculum to program and state requirements.
- Ensure that their course syllabus aligns to the program Learning Outcomes/Objectives for the course and that the course reflects the most current understanding of the topics covered.
- Select the strongest and most appropriate text for the course (ideally published in the last 5 years). Ensure that course texts don’t represent an undue financial/cost burden to course participants and candidates.
- Update the course syllabus and submit to the Licensure Course Administrator 2-3 months prior to the beginning of the course taught. The Course Administrator will provide the specific due date when the instructor is hired.
  - Periodically FSU will require that courses undergo a more thorough review process. If this is the case for your course, you will be notified by the Course Administrator in advance and provided with a timetable.
- Meet with the Online Course Designer to ensure the online course in Canvas aligns to program standards.
- Request individualized training and feedback in the Canvas platform as needed.
- Facilitate learning for course participants:
  - At face-to-face sessions (generally four times each semester, for 3.5 hours each session)
  - In the online course in between face-to-face sessions.
- Respond in a timely manner to communication from participants and program staff.
- Provide thoughtful and timely feedback to participants on assignments.
- Ensure that grades are submitted to CES and FSU within 72 hours of the course end date.
- Communicate to CES Program Staff feedback about a participant or candidate’s ability to successfully transition to the classroom (could be positive feedback or feedback that highlights specific areas of concern for the candidate or participant).

Additional Responsibilities:

- Attend CES Licensure Faculty meetings during the semester they teach (9 scheduled each year, and depending on the courses and semesters they teach) and are welcome to attend meetings in any other semesters.
  - At these meetings, policy changes and other important programmatic information will be shared, as well as on-going opportunities for collaboration and professional development.
- Periodically engage in an alignment process, in order to align curriculum to program and state requirements.

Minimum Qualifications:

- Master’s Degree in Education, Curriculum & Instruction or related field
- Experience working with adult learners
JOB DESCRIPTION

● Experience with online teaching and/or learning and working with online learning management systems (Brightspace, Moodle, Blackboard, Canvas)
● Experience teaching in Massachusetts or direct experience with the following Massachusetts initiatives:
   ○ Educator Evaluation System and/or Candidate Assessment of Performance (CAP)
   ○ Curriculum Frameworks appropriate to the content area taught
● Must be able to travel on Saturdays to site where classes are held (generally Northampton, MA occasionally Marlborough, MA)

Preferred Qualifications:
● Experience working with teachers facilitating professional development or graduate level coursework.
● Experience working with children or adolescents who are at-risk.
● Experience with online instruction using the Canvas learning management system
● Experience with culturally sustaining practice and/or other social justice and equity initiatives. Experience with the following Massachusetts initiatives:
   ○ Specific Subject Matter Knowledge requirements for the licensure area of the courses taught.

Work Conditions:
● Ability to deliver teaching and learning through Google Classroom, Meet, and/or Zoom as well as other blended learning tools and software technologies
● Requires the ability to effectively handle job stress in the performance of duties.
● Employees expected to follow CES Workplace Safety Standards and DYS Workplace Safety Standards and required COVID-19 prevention and mitigation protocols. Expectations require wearing a mask, using gloves when cleaning, attention to social distancing guidelines, and complying with hygiene standards.

Posting - CES Licensure Program is looking for experienced Massachusetts educators to teach courses in our teacher licensure for educators working for CES’ Division of Youth Services Initiative and other CES educator licensure programs. Candidates must have experience with adult learners in a blended learning environment and have at least a Master’s Degree in Education (or a related field). Demonstrated successful teaching of children or adolescents who are at-risk is desirable. Preferred experience: candidates who have experience working with. If you are interested, please contact Suzanne Judson-Whitehouse (sjudsonwhitehouse@collaborative.org) with a resume and short summary of your relevant experience.

Course instructor needed for blended format teacher preparation program. MA Special Education background and PD facilitation experience required. Email resume and short statement of relevant experience to sjudsonwhitehouse@collaborative.org.
BE SURE TO INCLUDE EXPECTATIONS OF WHERE THE WORK WILL BE CONDUCTED -
MANY APPLICANTS ARE LOOKING FOR REMOTE JOBS - THUS, IT'S IMPORTANT TO
DETAIL WHERE THE PERSON'S WORK WILL BE DONE - thank you!

CES is an equal opportunity employer. We welcome candidates from all cultural, ethnic and racial
backgrounds. Candidates whose backgrounds are well suited to understanding and addressing the need of
the diverse student populations we serve are encouraged to apply.