

**Position: Instructor-Foundations of Teaching**

**Position Type:** Contract

**Compensation:** \$7,500 stipend per program year

**Reports to:** Director

**Position Description:** The Alternate Route to Certification program (ARC) has an opening for a Foundations of Teaching instructor. This instructor will be responsible for teaching two sections of foundations of teaching. Each section is held one evening per week virtually. Foundations instructors may also be asked to participate in occasional Saturday Seminars. The program runs from August through May.

**Responsibilities**

- Plan, instruct, and assess foundations classes using a common syllabi that includes instruction on topics including: history of education, human growth and development, standards-based planning, learning differences (SPED, ELL, Literacy & Dyslexia, differentiation, instructional strategies, integrated technology, classroom management, intergroup relations, culturally responsive teaching, data-driven assessments, law and ethics.
- Include state mandated requirements on literacy and dyslexia and mandated reporting.
- Collaboratively and individually develop/revise assessments aligned with state and national content and instructional standards.
- Conduct three summative student evaluations throughout the program year using a common rubric. Provide written and verbal constructive feedback to students and administration.
- Provide grades and feedback in a timely manner within the online learning platform Canvas that enable the advancement of skills for students.
- Maintain accurate student records including documentation of attendance, grades, detailed written feedback on assignments and evaluations.
- Respond to student and ARC administration emails in a timely manner, offering office hours to meet with students if needed.
- Provide first level interventions for students struggling in courses or practicum and escalate to Student Support Specialist and ARC administration when necessary.
- Monitor and support students issued a Student Success Plan, warning or are on probation. Communicating with ARC administration.
- Attend and participate in the faculty work week (mid-August), orientation, monthly faculty meetings, graduation and meetings with students, faculty, and administration as scheduled.
- Carry out the program vision and expectations through communication with staff, students and the Director.
- Other duties deemed appropriate by the Director.

**Qualifications**

- Certifications Required: Active Connecticut professional educator certification and Connecticut TEAM. Intermediate Administration or Supervision (092) preferred but not required.
- Minimum of five years of successful teaching experience.
- Experience teaching, supporting, and/or mentoring adult learners (andragogy).





- Experience with online learning platforms, integrating technology and virtual instruction.
- Knowledge of current teacher preparation training methods, content/instructional standards and edTPA.
- Committed to excellence in instruction and willing to work as a team with other instructors, support staff and ARC administration.
- Excellent written and oral communication skills and the ability to communicate with a diverse group of individuals.

### **Application Procedure**

Applicants should email a cover letter describing your interest and qualifications for the position, a current resume with contact information, (3) letters of professional references and active CT Certifications to the ARC Office at: [arc@ctohe.org](mailto:arc@ctohe.org). Applicants will be contacted if selected for an interview.

**Closing Date:** May 10, 2021

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