



**Job Posting**  
**MAVA Extended Campus Program Instructor**  
**Massachusetts Association of Vocational Administrators (MAVA)**  
**September 16, 2022**

Title

Part-Time Instructor, MAVA Extended Campus Program

Brief History and Overview of the Extended Campus Program

The Extended Campus Program is run by the Massachusetts Association of Vocational Administrators (MAVA) for its members. It offers graduate and undergraduate courses for vocational licensing for teachers and administrators.

Courses are offered during the fall, spring, and summer. MAVA offers 10-15 courses per semester, with an enrollment ranging from 200-350 students per semester. Courses are offered either online, hybrid, or face to face.

Job Description

The MAVA Extended Campus part-time adjunct instructor pool is open to qualified and competent experts, who possess skills, education, and experience in administrative, academic, or vocational technical areas.

All part-time instructors are responsible for providing students with a high-quality learning environment by utilizing their focused expertise to provide students with knowledge and skills relevant to their continued development as vocational educators.

MAVA partners with Fitchburg State University and Westfield State University to offer the six (6) professional education courses that address the Professional Standards for Vocational Technical Teachers set forth in the Vocational Technical Education Regulations. Each course is offered at the undergraduate and graduate level. The courses are as follows:

- Seminar for the Beginning Vocational Technical Teacher
- Teaching Methods for Vocational Technical Education: Instructional Strategies
- Addressing the Needs of Students with Disabilities in Vocational Technical Education

- Teaching Methods for Vocational Technical Education: Educating and Assessing the Vocational Technical Education Learner
- Developing and Implementing a Standards-Based Curriculum in Vocational Technical Education
- Teaching Methods for Vocational Technical Education: Using Research-Based Practices to Develop Effective Instructional Strategies

A Sheltered English Immersion (SEI) Endorsement course is also offered through the MAVA Extended Campus Program. Fitchburg State University provides its own instructor for that course.

### Specific Job Expectations

Instructors are expected to maintain the highest standards of professionalism and integrity while delivering the highest-quality instruction to students in the Extended Campus Program.

Instructors are expected to develop their own curriculum, rubrics, assignments, and tests. They are expected to hold class at the times scheduled, maintain class attendance and records, and submit grades by the deadlines established by MAVA and the Universities.

Instructors must be aware that courses may be canceled, at the sole discretion of the Extended Campus Coordinator, at any time and for any reason, including lack of enrollment.

### Requirements

Master's Degree, with experience teaching in a high school offering Chapter 74 programs preferred.

### Application Process

The MAVA Extended Campus Program has created an "Open Pool" vacancy announcement for part-time adjunct faculty by discipline. The MAVA Extended Program Coordinator and MAVA representatives will review applications and interview selected candidates.

The application process requires all applicants to designate their preference for which course they feel they have the educational and work-related experience to teach. Interested parties should submit a letter of interest, resume, and (2) letters of recommendation when applying for any part-time teaching position. Applicants should also designate their preferred course chosen from the those listed above making certain to discuss their qualifications to teach in their preferred area.

Candidates must submit their materials to Dr. Sheila Harrity, MAVA Extended Campus Coordinator, at [Sheilaharrity@mava.us](mailto:Sheilaharrity@mava.us), by Friday, October 14, 2022, at 11:00 a.m.

Applications submitted will be maintained from November 1, 2022 through October 31, 2023. At the conclusion of this one-year cycle, the pool will be refreshed and applicants will be required to reapply. Applicants selected to be maintained in the pool will remain active for a three-year period.

Please note: Selected candidates also need to be approved by Fitchburg State University and/or Westfield State University.

### Job Status

All MAVA Extended Campus Instructors are independent contractors.

There are no employment benefits attached to this position.

### Compensation

MAVA Extended Campus Instructors are paid a stipend of \$4,400 per course.

Instructors are paid, by check, following the successful conclusion of the course. Instructors must complete and submit a W-9 and enter requested data into the MAVA electronic bookkeeping system in order to receive payment.

Instructors are not reimbursed for travel; materials, books, or technology; or time spent preparing for class.

### Equal Opportunity

The Massachusetts Association of Vocational Administrators (MAVA) is an Equal Opportunity Employer. MAVA selects vendors, employees, and independent contractors without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

MAVA seeks to actively recruit, welcome, and support a workforce which is diverse and inclusive of all people so that we can support the success and growth of all individuals.