

Adult Education Program  
Parent to Paraprofessional Work Keys Preparation



<b>Reports to:</b>	Adult Education Program Manager
<b>Supervisory responsibilities:</b>	None
<b>Status:</b>	Part-time, hourly
<b>Hourly rate:</b>	\$20-23/hr (depends upon qualifications and experience)
<b>Schedule &amp; locations:</b>	Mon & Wed; 4:30 – 7:00 pm; College View Elementary, Denver (2 positions) Mon & Wed; 4:30 – 7:00 pm; Maxwell Elementary, Denver (1 position)
<b>Additional paid time:</b>	For lesson planning, record keeping and reporting

**Description:**

Provide targeted instruction to develop reading, writing and math skills evaluated on the ACT WorkKeys assessments. Primary focus is on development of business writing skills. All participants have a goal of passing these assessments in order to be eligible to compete for a position as a bilingual classroom paraprofessional (teacher's aide). Participants will take the assessments at the end of the 12-week preparation course.

**Qualifications:**

**REQUIRED**

- BA or BS degree **and** two years of formal instructional experience (use of performance standards, curriculum, lesson plans, assessments) delivering secondary or postsecondary level writing instruction to adult learners
- Experience preparing youth or adults for standardized assessments
- Near native fluency in the English language
- Proficient and confident in use of a variety of technologies for communication, record keeping and preparing for and delivering instruction. Including, but not limited to: Personal electronic devices (smart phones and tablets); Microsoft Word and Excel; Google Sheets, Docs and Forms; and Google Groups and/or Facebook Groups

**PREFERRED**

- Experience preparing adults for the ACT WorkKeys assessments
- Certified to administer the CASAS and/or TABE reading assessments
- Adult Basic Education Authorization, the Colorado adult education teaching credential, secondary education license, and/or Master's degree in adult education

**Essential Duties and Responsibilities:**

**Instruction**

- Develop the skills and use the instructional materials that prepare learners to take and pass the Work Keys assessments that all paraprofessionals who lack the required number of college credits

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- Address learners' needs using a variety of resources and approaches while adhering to the ESL program's curriculum and syllabus for the class
  - Incorporate the use of technology to extend learning outside of the classroom, e.g. use of apps on mobile devices, flipped learning and hybrid instruction

### Professional Growth

- Commitment to improving skills and knowledge as an adult educator; Actively seek and participate in a variety of paid and unpaid professional development opportunities
- Maintain documentation of participation in professional development activities
- Attend and actively participate in all required Adult Education Program instructor's meetings and trainings throughout the year

### Administrative

- Check email on a daily basis and respond in a timely manner if requested
- Consistently implement the attendance policy and utilize the retention strategies that are part of the retention plan
- Assist Spring Institute program administrators during registration and administration of assessment
- Effectively utilize assistance from volunteers
- Record attendance daily in Google Sheets (similar to Microsoft Excel)
- Document any updates to student information using Google Sheets
- Submit hours worked using an online time keeping system by the deadline

### **Email cover letter and resume by July 20. No phone calls.**

Specify in the cover letter which location(s) in which you are interested and available.

Jessie Hawthorn, Adult Education Program Manager, [jhawthorn@springinstitute.org](mailto:jhawthorn@springinstitute.org)

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