Adult Education Program
ABE and ASE Instructor

Reports to:  Adult Education Program Manager
Supervisory responsibilities:  None
Status:  Part-time, hourly
Compensation:  $20-23/ instructional hr + paid planning and meeting time

Schedule & location:  Tues & Thurs; 9-11:30 am. 700 W Mansfield Ave., Englewood, CO
August 29th-December 21st; January 23rd-May 17th

Description:
Provide instruction that develops adult learners’ employment readiness skills and academic skills to increase their opportunities. These opportunities may include: to start or grow a business, enter job training or employment and/or enter postsecondary education. In addition, the instructor will assist with developing community engagement, education and/or training plans for each learner and monitoring progress towards completion of these plans. Assist with facilitating targeted workshops on specific skills.

Qualifications:
REQUIRED
• Ability to maintain high expectations of learners while having compassion for the unpredictability of adult learners’ lives
• Ability to use data to identify opportunities for program improvements and take initiative to make improvements
• BA or BS degree and two years of formal instructional experience (use of performance standards, curriculum, lesson plans, assessments) helping adult learners develop academic and employment readiness skills
• Experience preparing youth and/or adults for the high school equivalency exams, e.g. GED, HiSET and/or TASC
• 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 delivering instruction aligned with the College and Career Readiness Standards for Adults
• Experience developing and/or delivering contextualized instruction and/or integrated education and training
• Experience administering and scoring the TABE reading assessment and using the results to target instruction
• ABEA, secondary education license and/or Master’s degree in adult education
• Active involvement in an adult education professional organization

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- Experience facilitating workshops to prepare adults for entering employment or college and/or teaching reading, writing or math as an adjunct instructor at a postsecondary institution

Essential Duties and Responsibilities:

Instruction and Retention
- Prepare course outline/ syllabus and review with learners by the third class meeting each session
- Prepare for and deliver instruction that contributes to the Spring Institute Adult Education Program’s achievement of performance outcomes for employment, educational gains, credential attainment and/or entry into postsecondary education
- Address learners’ needs using a variety of resources and approaches while adhering to the ABE and ASE program’s curriculum and course syllabus
  - Incorporate the use of technology to extend learning outside of the classroom, e.g. use apps on mobile devices, flipped learning and hybrid instruction
- Contact learners who were absent and did not provide notice of their absence within 48 hours of the class meeting. Document the reason for the absence. Invite them back to class.

Professional Growth
- Be committed to improving skills and knowledge as an adult educator; Actively seek and participate in a variety of paid and unpaid professional development opportunities including the monthly Professional Learning Community (PLC) meetings
- 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
- Participate in all steps included in the instructor observation and evaluation process

Administrative
- Check email daily 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
- Maintain certification to administer the standardized assessment used by the Spring Institute ABE and ASE program
- 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

To be eligible for hire: Must be able to pass a background check, can lift 50 pounds and have reliable transportation.

Email cover letter and resume to Jessie Hawthorn at tpippin@springinstitute.org. Resumes received without cover letters will not be evaluated. No phone calls, please.

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