



ADULT EDUCATION INSTRUCTOR (ESL/GED / HiSET)

Position Title: Adult Education Lead Instructor (ESL / GED / HiSet Preparation)

Reports to: Executive Director

Date: 10/01/2024

Department: Tec Centro Lebanon

FLSA Status: Non-Exempt; Full-Time, 37.5 hours/week

Working hours: This position requires 37.5 hours per week, with the schedule varying based on the needs of the organization. While the primary hours will typically be Monday through Friday, 9:00 AM to 5:00 PM, routine evening or occasional weekend hours may be required.

Salary: \$23-25/hr

Benefit eligibility: Yes:

- PTO (20 days)
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life insurance
- Retirement
- 13 Paid holidays

PRIMARY FUNCTIONS

The Adult Education Lead Instructor is responsible for overseeing and delivering high-quality instruction in English as a Second Language (ESL), GED preparation (in Spanish & English), and Workforce English classes. Key duties include recruiting students, conducting pre- and post-assessments, developing and managing the class schedules, creating lesson plans and developing curriculum and assisting with the hiring and orientation of new instructors. This role ensures effective program delivery by collaborating with staff and supporting students in achieving their educational and career goals. Spanish and English proficiency is strongly preferred.

KEY RESULTS AREAS

- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Instruct students individually and in groups, using various teaching methods, such as lectures, discussions, and demonstrations.
- Recruit students, conduct placement assessments, and schedule class sections.
- Assess student's progress and prepare reports on student outcomes.

ACCOUNTABILITIES

Essential Duties and Responsibilities include the following. Other duties may be assigned.

English Language Instruction

1. Responsible for teaching ESL courses using instructional methods geared toward the adult learner in a classroom setting. Courses will be in person and may be remote or Hyflex.
2. Conduct Conversation Groups or Workplace English / Spanish programs as required.
3. Develop lessons and curriculum based on the learning needs of culturally diverse and multi-skill level students to increase English language skills
4. Develop classroom instruction materials, handouts, PowerPoint materials and other resources relevant to classroom instruction.
5. Administer student pre- and post-testing to gauge student literacy skills and progress.
6. Provide for or conduct tutoring for students as required.

GED/HiSET Preparation

7. Administer high school equivalency practice exams to customize a curriculum tailored to students' needs.
8. Assist students to register for the HiSet and GED examinations.
9. Develop curriculum and detailed lesson plans and provide instruction in math, science, social studies, and/or language arts to prepare students for the GED/HiSet examinations.
10. Establish and communicate clear objectives and track results.

Administration

11. Schedule and organize yearly calendar for all class sessions.
12. Assist with the recruitment, enrollment and placement assessment of all new students.
13. Complete and maintain appropriate student attendance, and assessment records, and ensure timely submission of data and reports as required.
14. Maintain good communications and working relationships with appropriate staff, appropriate agencies, and class site location staff.
15. Participate in teacher meetings and professional development activities as required.
16. Enter program participants' data into database systems and create reports as required.
17. Other duties may be assigned as needed.

POSITION SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Required

1. Bachelor's degree preferably in education or human services related field, or equivalent combination of education and experience.
2. Minimum of one year of related experience in training, vocational education or teaching.
3. Must be knowledgeable about high school equivalency requirements.

Preferred

1. Experience working with adult learners in an educational setting.
2. Experience in developing curriculum and creating lesson plans
3. Bilingual in Spanish/English

Other Skills and Abilities

1. Excellent organizational skills and attention to detail.
2. Excellent one-on-one and group presentation skills.
3. Maintaining positive relationships with a diverse population.
4. Ability to communicate effectively and positively in writing, via telephone, email, face-to-face or using other media.
5. Ability to engage students at all levels of previous education (non-high school graduate through advanced degrees)
6. Ability to establish and implement goal plans with measurable results.

Interested Applicants should submit a Resume and Cover Letter to:

hr@wepaempowercenter.org

Anticipated Start: November, 2024 Application Deadline: Until position Filled