



Learning Center Instructor

TITLE: Instructor		DATE – July 10, 2023
LEVEL: I	SALARY: \$40,000	FLSA Exempt

The Literacy Coalition of Central Texas is looking for an Adult Education Instructor to help students in The Learning Center obtain their High School Equivalency via the GED Test.

JOB PURPOSE

An instructor at The Literacy Coalition's Learning Center is responsible for the instruction, progress, and management of adult students in online and in-person classrooms. Instructor must be able to assist students with both high school level Reading/Language Arts & Mathematics and ensure that students gain the knowledge and skills that are required to pass the GED/HISET test.

Instructors must implement sound educational practices and see to the academic development of each student. Instructors will also manage their classroom environment and promote a positive and engaging learning experience, provide support, tutoring and other assistance as needed. Instructors are to "model" the professional behaviors, language, and activities expected of our students.

ESSENTIAL FUNCTIONS

Instructor Duties

- Instruct students in an understanding, patient, and engaging manner.
- Maintain copies of curriculum, make changes to curriculum under advisement of Lead Instructor, and modify curriculum to meet individual student needs.
- Keep track of individual student progress for weekly staff meetings.
- Proctor baseline and progress testing for students.
- Record student enrollments, tests, gains, exits and completions in grant databases.
- Tutor students one on one in-person and via Zoom in math, science, social studies, and reading/language arts.

WORK CONTEXT

Job Reports to	Senior Program Manager, The Learning Center
Customer Accountability	Interfaces regularly with students and with partners, as needed.

Freedom to Act	Subject to general input from supervisor
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WORK SCHEDULE

This position may oversee daytime or evening classrooms dependent on set schedule:

- Monday thru Thursday: 9am to 5pm (or) 12pm to 8pm (whichever is preferable to candidate).
- Friday: 9am to 5pm

PREFERRED QUALIFICATIONS

- BA or BS degree (required)
- Two years related work experience preferred
- Teacher Certification preferred
- Excellent communication and social skills
- Effective interpersonal and student serving skills
- Experience working with hard-to-serve or adult populations
- Bilingual in English/Spanish a plus
- Sensitivity towards different social groups
- Strong organizational skills and keen attention to detail
- Proficient in Microsoft Windows (GUI), Word, Excel
- Strong essay writing and grammar skills
- Strong math skills, including **High School Algebra and Geometry**.

BENEFITS

- Paid Time Off and Paid Holidays: 16 PTO days, 15 Holidays, and 1 Floating Holiday
- Employer-sponsored HMO Medical Health Insurance Plan (with additional options available)
- Employer-sponsored Dental Insurance Plan
- Employer-sponsored Vision Insurance Plan
- Employer-sponsored Gap Insurance (deductible coverage)
- Employee Assistance Program
- Family-friendly workplace

ABOUT THE LITERACY COALITION OF CENTRAL TEXAS

The Literacy Coalition of Central Texas breaks the cycle of intergenerational poverty through holistic literacy services. We envision a community that is 100% literate, employable, and self-sufficient, and work toward this vision using a trauma-informed care lens and student-driven approach. Our adult, career, and family literacy education programs equip vulnerable Central Texans with the skills they need to reach their education and career goals.

The Literacy Coalition of Central Texas is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability, sexual orientation or any other characteristic protected by law.

To apply, send cover letter and resume to Taylor Browne at taylor.browne@willread.org.