



Job Description
Adult Educator-ABE/GED

To apply, please send resume to eroman@projecteaston.org

PRIMARY PURPOSE

Provide instruction to prepare participants to successfully complete a high school equivalency diploma and transition to career pathways and/or post-secondary education.

RESPONSIBILITIES

Responsible for providing quality instruction that meets the needs of the student in the areas of basic adult education and GED standards. Duties include planning lessons, monitoring and assessing student progress on an ongoing basis, collecting, recording and reporting all necessary information related to students in a timely manner.

DUTIES

- Create a safe environment conducive to learning.
- High quality, high impact instruction leading to GED
 - Incorporate industry specific skill instruction
- Employ teaching and learning strategies to communicate subject matter aligned with adult student learning goals.
- Develop communication skills and higher order thinking skills through appropriate activities and assignments.
- Develop and align methods that measure student progress toward course and program objectives.
- Employ available instructional technology to enhance learning outcomes.
- Work as part of a team to ensure student success in courses required for transition to vocational or academic programs and/or work.
- Work collaboratively with Student Success Coach to identify student barriers and/or progression.
- Post-test students in accordance with assessment policy.
- Mentor teachers.
- Make recommendations for continuous improvement of curriculum offerings.
- Track student attendance, performance and implement actions to increase student achievement.
- Maintain confidentiality of all students.
- Work collaboratively and cooperatively with all Literacy Program Staff.
- Participate in staff meetings.
- Keep updated on professional information, literature and research relevant to the areas of Adult Education.
- Attend trainings and in service programs pertinent to adult education and as directed by the Manager.
- Additional duties as assigned by Programs Manager

Administrative Duties

- Complete and submit required program reports and paperwork.
- Attend all program staff meetings as assigned.
- Occasional travel to division mandated meetings
- Work collaboratively and cooperatively with all ProJeCt program staff.
- Participate in professional development activities.
- Collectively problem-solve with literacy staff through brainstorming activities and discussions to help students meet objectives and to improve programs.
- Complete and submit monthly data summary reports
- Fill out forms as needed including job forms such as time sheets, material request and expense forms.
- Perform other duties as assigned by Manager.

Knowledge, Skills and Abilities

- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Active learning: Understanding the implications of new information for both current and future problem solving and decision-making.
- Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Critical thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making: Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Learning Strategies: Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- Speaking: Talking to others to convey information effectively
- Writing: Communicating effectively in writing as appropriate for the needs of the audience
- Organization: Can function within a system and work independently toward task completion
- Demonstrated commitment to advancing the organization
- Desire to improve work processes by offering creative solutions to develop/improve systems and effective practices.
- Maintain a high level of ethical conduct regarding confidentiality, healthy relationships, and professional stature.
- Time management: Ability to complete work assignments by deadlines
- Computer skills: Ability to enter data into a database, manipulate spreadsheet data and type text, format, edit, print, save and retrieve word processing documents
- Use of own car for occasional travel

ESSENTIAL FUNCTIONS

Communication:

- Talking, listening and/or signaling people to convey or exchange information.

- Conveying direction and detailed information to others accurately, loudly, and/or quickly.
- Negotiating through the exchange of ideas, information, and opinions with others to formulate procedures and/or jointly arrive at conclusions, solutions, and/or solve disputes.

Vision

- Regularly use visual perception.

Social

- Actively look for ways to help students achieve their goals.
- Be aware of others' reactions and understanding why they react as they do

Mental Functions

- Perform basic mathematical computation.
- Think creatively: develop instructional objectives, develop strategies for students with different needs, establish rules governing student behavior, plan educational activities
- Gather, collate, and/or classify data.
- Report and/or carry out a prescribed action in relation to an evaluation.
- Prioritize multiple responsibilities and/or accomplish them simultaneously.

Physical Activity

- Frequently moves about the office, opening/closing and locking/unlocking doors, and opening/closing drawers.
- Regularly remains in a stationary position for up to an hour at a time.
- Occasionally grasps lifts and transports items up to 10 pounds.

Office Equipment

- Frequent operation of a computer, which includes the ability to access, input, and retrieve information and utilize a computer printer.
- Occasional use of audio visual equipment
- Regular operation of a telephone, copy machine and fax machine.

EDUCATION AND EXPERIENCE

- A Bachelor's degree from an accredited college or university.
- Experience in Adult Education and working with disadvantaged, at risk, and multi-cultural populations.

HOURS:

Part time Staff