

SOUTHWEST ECONOMIC SOLUTIONS
ADULT LEARNING LAB
JOB DESCRIPTION

Job Title: Adult Basic Education Math Instructor

Classification: Non-Union/\$22 an hour/ evenings 4:30-7:30 p.m.

Supervisor: Sr. Project Manager and Workforce Director

General Description

The Adult Basic Education (ABE) Math Instructor provides individual and group instruction to adults with low math skills at the Randolph CTE center. The position includes developing instructional materials, using formal and informal assessment tools, providing direct instruction and monitoring online activity. The primary goal of instruction is to prepare students to transition to the GED preparation program.

Specific Duties

- Develop basic math curriculum including arithmetic, fractions, decimals, percentages and introduction to algebra and geometry.
- Coordinate tutoring for individuals and small groups
- Monitor student progress through formal and informal assessments
- Maintain participant attendance and performance records and report as needed to facilitate program management
- Integrate daily and workplace applications of math into curriculum
- Other duties as assigned

Skills

- Expertise in working with adult students of all ages to appreciate and strengthen math skills
- Ability to work with a culturally diverse population
- Knowledge of online instructional programs and resources
- Ability to work collectively with staff, instructors and tutors

Qualifications

- Bachelor's Degree in math, science or related field
- Valid Michigan Elementary or Secondary Teaching Certificate preferred
- Verified experience (1 year or more) in adult education
- Working knowledge of computer software including Word, internet applications and online instructional programs
- Reliable transportation
- Able to work flexible hours