

SOUTHWEST HOUSING SOLUTIONS

ADULT LEARNING LAB

JOB TITLE: LANGUAGE ARTS ADULT BASIC EDUCATION

CLASSIFICATION: NON-UNION/\$22.00 an hour/ evenings 4:30-7:30 p.m. year round

REPORTS TO: ADULT LEARNING LAB PROGRAM MANAGER

GENERAL DESCRIPTION: The Language Arts Adult Basic Education (ABE)/English Instructor provides individual and group instruction to adults with low literacy skills. The position includes developing program materials in basic reading, writing, grammar, vocabulary and work readiness. The instructor is also responsible for assessing student skill level and evaluating progress.

SPECIFIC DUTIES:

- Works with the Learning Lab Manager to develop a language arts basic skills program in reading, writing, grammar, vocabulary and work readiness for adults testing below the 9th grade level
- Analyzes student pre and post-assessment tests and outlines an individual learning strategy
- Integrates basic computer skills and work readiness content into the Language Arts/ESL curriculum
- Works collaboratively with other learning lab staff to support student progress

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess an understanding of the adult learner and lifelong learning strategies and concepts
- Comprehensive knowledge of reading strategies and adapting instruction to the needs and interests of adults with varying reading abilities
- Experience in working with groups and individuals in a culturally diverse environment

MINIMUM QUALIFICATIONS:

- Bachelor's Degree with major or minor in education, English, ESL or related field
- Valid Elementary or Secondary Michigan Teaching Certificate or accredited ESL certificate
- Verified experience (1 year or more) in adult education
- Working knowledge of computer software programs and Internet operations
- Availability to work days and evenings and have reliable transportation