Adult Education Program
Bridge to Career (ABE 4+) Instructor

Reports to: Adult Education Program Manager

Supervisory responsibilities: None

Status: Part-time, hourly

Instructional hourly rate: $23-26/hr depending upon qualifications and experience

Schedule & location: Paloma Villa
4200 Morrison Rd
Denver, CO 80219

January 21st, 2019-April 30th, 2019
Bridge to Career (ABE 4+)-Tuesday/Thursday 5:30-8:00pm + 1 hour/week of online instruction

Additional paid time: Paid planning and meeting time

Description:
Provide instruction aligned with the College and Career Readiness Standards for Adults that develops the English language skills of adult immigrants and refugees to facilitate their integration and to increase their opportunities. These opportunities include, but are not limited to: starting or growing a business; entering job training or employment and/or entering postsecondary education. In addition, the instructor will assist with developing education, training and employment plans for each learner and collaborate with the Program Manager and Coordinator to monitor progress towards completion of these plans.

Qualifications:
REQUIRED
- BA degree and two years of formal instructional experience using performance standards, curriculum, lesson plans, and assessments to develop reading, writing, listening and/or speaking skills of non-native English-speaking adult learners
- Experience and comfort teaching math to adults
- Experience preparing providing workplace preparation and advancement support to learners
- Near native fluency in the English language
- Proficient and confident in use of a variety of technologies for communication, record keeping and preparing for and delivering instruction. Including, but not limited to: Personal electronic devices (smart phones and tablets); Microsoft Word and Excel: Google Sheets, Docs and Forms; and Google Groups
- Willingness and ability to obtain the Colorado adult education teaching credential, the Adult Basic Education Authorization (ABEA) (http://www.cde.state.co.us/cdeadult/iaiindex) within 3 years of hire date

PREFERRED
- Experience with design and delivery of hybrid, blended and/or online learning
- Experience preparing learners for the Workkeys exams
- Experience administering and scoring the CASAS assessments and using results to target instruction
- ABEA, certificate in TESL/TEFOL and/or Master’s degree in adult education
- Active involvement in an adult education professional organization

3/2/20

Spring Institute is committed to equal access to its programs, facilities and services without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, gender identity or sexual orientation.
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- Experience facilitating workshops to prepare adults for entering employment or college and/or teaching ESL at a postsecondary institution

**Essential Duties and Responsibilities:**

**Instruction**
- Prepare for and deliver instruction that contributes to the Spring Institute Adult Education Program’s achievement of performance outcomes for employment, educational gains, credential attainment and/or entry into postsecondary education
- Address learners’ needs using a variety of resources and approaches while adhering to the ELA program’s curriculum and course outline
  - Incorporate the use of technology to extend learning outside of the classroom, e.g. use of apps on mobile devices and hybrid instruction
- Communicate with Program Manager, Student Services Coordinator, and Mi Casa staff to refer students to appropriate career pathways support and supportive services

**Professional Growth**
- Commitment to improving skills and knowledge as an adult educator; Actively seek and participate in a variety of professional development opportunities
- Maintain documentation of participation in professional development activities
- Attend and actively participate in all required Adult Education Program Professional Learning Community meetings, instructor’s meetings and other trainings throughout the year
- Participate in all steps included in the instructor observation and evaluation process

**Administrative**
- Check email daily and respond in a timely manner if requested
- Consistently implement the attendance policy and utilize the retention strategies that are part of the retention plan
- Assist Spring Institute program administrators during registration and administration of assessment
- Maintain certification to administer the standardized assessment used by the Spring Institute Adult Education program
- Effectively utilize assistance from volunteers
- Record attendance daily
- Document any updates to student information using Google Sheets
- Submit hours worked using an online time keeping system
- Maintain professional relationships with partners and represent the values and mission of Spring Institute

To be eligible for hire must be able to pass a background check, lift 50 pounds and have reliable transportation. Email cover letter specifying the position(s) applying for and resume to Tiffany Pippin, Adult Education Program Manager, tpippin@springinstitute.org