Adult Education Program
English for Early Childhood Education Careers,
Instructor

Reports to: Adult Education Program Manager
Supervisory responsibilities: None
Status: Part-time, hourly
Compensation: $27/ instructional hr. + 1 hour paid planning at instructional rate for ea. class session. $20/ hour for attending meetings.
Location and schedule: Zoom Online Instruction: Tuesday/Thursday 1:00-2:30pm, November-February (12 weeks)

Description:
Provide multi-level instruction that develops the English language skills and employment readiness skills to those employed or seeking employment in Early Childhood industry career pathways (i.e. childcare providers, paraprofessionals, daycare workers, etc.). Instruction will focus on skills needed to improve employment opportunities in the ECE industry. It is expected that as a result of participating in this program, participants’ earnings and/or employment opportunities improve. The Program Coordinator and the Career Coach will be supporting employed participants in improving their employment opportunities and career pathways plans.

Qualifications:
REQUIRED
● BA or BS degree and two years of formal instructional experience (use of performance standards, curriculum, lesson plans, assessments) helping adult learners develop English language skills
● Experience preparing youth or adults to enter the workforce and/or improve their employment opportunities
● Experience working with refugees and cultural competence and sensitivity
● 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 and/or Facebook Groups
● Experience facilitating instruction via online platforms such as Zoom, Google Meets, etc.
● If interested in other instructional opportunities at Spring Institute, must be willing and able to obtain the Colorado adult education teaching credential, the Adult Basic Education Authorization (ABEA) (http://www.cde.state.co.us/cdeadult/ liaindex)

PREFERRED
● Experience connecting adults to workforce development services such as Workforce Services, My Colorado Journey, O*Net Online, or other workforce development resources.
● Experience working in an Early Childhood or K-12 Education related job
● Experience facilitating workshops to prepare adults for entering employment or college
● Experience administering and scoring the CASAS Life and Work Reading and Listening assessments

10/2/2023

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.
Adult Education Program
English for Early Childhood Education Careers,
Instructor

- Adult Basic Education Authorization, Certificate in TESOL/TEFL and/or Master’s degree in adult education
- Active involvement in an adult education professional organization

**Essential Duties and Responsibilities:**

**Instruction and Retention**

- Contribute to the Colorado Refugee Services Program’s achievement of performance outcomes for CRESL programs
- Use the curriculum developed by the Adult Education Program and materials provided by Spring Institute
- Use informal and formal assessments to identify individual learners’ needs
- Address learners’ needs using a variety of resources and approaches
  - Incorporate the use of technology to extend learning outside of the classroom, e.g. use of apps on mobile devices, flipped learning and hybrid instruction
  - Regularly provide feedback about students’ personal and career goals
  - Use a variety of resources and approaches to design and deliver instruction
- Contact learners who were absent and did not provide notice of their absence within 48 hours of the class meeting. Document the reason for the absence and communicate with the Program Coordinator. Invite students back to class.

**Professional Growth**

- Be committed to improving skills and knowledge as an adult educator; Actively seek and participate in a variety of paid and unpaid professional development opportunities
- Maintain documentation of participation in professional development activities
- Attend and actively participate in all required Adult Education Program instructor’s meetings and trainings throughout the year
- Participate in all steps included in the instructor observation and evaluation process

**Administrative**

- Check email on a daily basis and respond in a timely manner if requested
- Communicate regularly with the Program Coordinator and/or the Career Coach about students’ needs and interests
- Consistently implement the attendance policy and utilize the retention strategies that are part of the retention plan
- Assist Spring Institute program administrators during orientation, registration and administration of assessment
- Effectively utilize assistance from volunteers
- Record attendance daily in Google Sheets (similar to Microsoft Excel)
- Document any updates to student information using Google Sheets
- Submit hours worked using an online time keeping system by the deadline

**To be eligible for hire:** Must be able to pass a background check, must have U.S. work authorization.
Email cover letter and resume to Allie Needham, Adult Education & Career Pathways Program Manager, aneedham@springinstitute.org. Resumes received without cover letters will not be evaluated. **No phone calls.**