



Adult Educator Job Description

Summary

Learning Lab is expanding, and we are looking for Adult Educators to join our team! Adult Educators supervise and lead classes, working directly with Adult Basic Skills (ABS) students, English Language Learners (ELL), Citizenship and GED students and Learning Lab volunteer tutors. Adult Educators assess students' literacy levels at enrollment and conduct periodic testing. They also create individual lesson plans based on interviews with students, shared goal setting, and assessment results. This position is unique in its leadership role in the classroom, with most of the implementation of lesson plans conducted by volunteer tutors.

Additionally, this position may be part of our Family Literacy Program, providing basic education to parents enrolled and integrating curriculum and activities, under the direction of the Family Literacy Coordinator. As an Adult Educator you have the opportunity to join a 30+ year organization committed to helping our neighbors transform their lives through personalized education.

Responsibilities

Facilitate Classes

- Includes responsibility for the day-to-day organization and success of assigned classes
- Help conduct student orientations and in-take interviews
- For virtual classes: organize and implement online classes using Zoom: send invites to students and volunteers, ensure volunteers have lessons in advance, train and assist volunteers as needed, utilize, and monitor breakout rooms
- Pre and post-test students at the beginning and end of the school year using Learning Lab's standardized outcome measurement tools, complete progress reports, and enter results into student database
- Create individual lessons plans for each student, based on student's stated goals/needs and assessment results; meet with students to reflect on their progress throughout the semester and update/revise goals as needed
- Enroll student in appropriate computer curricula
- Regularly monitor individual student progress with both qualitative and quantitative data. Provide/prepare intervention exercises to promote success when needed
- Maintain an organized classroom setting, including necessary set up and clean up, including managing break room supplies
- Ensure adequate supplies for students and volunteers
- Substitute in other classes as requested
- Educators in the Family Literacy program will:

- Share student performance and related information with other educators and Early Childhood staff to ensure family-centered and holistic approaches to literacy
- Integrate family literacy activities into adult classroom activities within prescribed timeframes
- Participate in the development & implementation of Family Nights

Supervise Volunteers

- Direct, assist and coach volunteer tutors to ensure both student and tutor success.
- Plan and direct class activities for volunteer tutors
- Develop a cohesive team approach with volunteers in the classroom, modeling respect, optimism, and encouragement
- Assist with volunteer tutor orientations, meetings, training workshops and recognition

Maintain Records

- Record student and volunteer activities; including monthly attendance in database as directed
- Report student attendance concerns to Education Programs and Student Intake Coordinator
- Document student information to maintain database

Additional

- Participate in staff meetings, Educator meetings, tutor trainings and “Learn About the Lab” events
- Participate in public awareness and fundraising events as needed
- Work with a variety of educational software and troubleshoot basic hardware and program/research/operational computer problems for students
- Other duties as assigned

Qualifications

- Bachelor’s degree in Education or and sufficient knowledge in language acquisition and GED core subjects
- TESOL Certification strongly preferred
- Classroom teaching and online instructional experience
- Basic computer skills and experience with educational technology required
- Proficient and comfortable using Microsoft Office and virtual platforms, such as Zoom
- Experience working with volunteers
- Strong commitment to the Learning Lab’s mission
- Experience demonstrating cooperation and collaboration in an educational setting
- A positive attitude, respect for all people and a basic belief that everyone has potential to learn
- Comfortable working with adults from a variety of backgrounds and countries of origin who have a wide range of functional literacy skills
- Commitment to team leadership while directing and coaching volunteers
- Excellent communication, interpersonal and organizational skills
- Strong cultural awareness and sensitivity skills
- Ability to work independently, prioritize and demonstrate self-discipline
- Willingness to participate in a variety of work-related tasks necessary in a small nonprofit organization

Job Type: Full time (30 hrs) A minimum of one evening class is required.

Start Date: Immediately. Compensation and Benefits: Compensation starting at \$20 per hour. Full time and part time employees whose full-time equivalency (FTE) is .635 or higher are eligible for the employee benefits packages including paid time off, health insurance, life insurance, HRA, and flexible benefits (FSA, dependent care, or 403B)

Location: This role is based in Garden City with classes potentially at Library locations, community schools, or community partner location in Boise.

Learning Lab is committed to affording all qualified individuals an equal opportunity to pursue employment and advancement opportunities. There shall be no unlawful discrimination against any person or group based upon gender, sexual orientation, ethnicity, race, color, age, disability, religion, national origin, veteran status or other legally protected class in training or apprenticeship, advancement, use of facilities, compensation, or any other conditions or employment.

To apply, please send resume and cover letter to Jennifer Panitch at jenniferp@learninglabinc.org