

ABE/ESL Instructor- Adult Basic Education



Location: Atlanta Office – Peachtree Center
Reports To: Program Director
Direct Reports: 0
Classification: 20 hours/Part-Time
Apply at: <https://literacyaction.bamboohr.com/jobs/view.php?id=24>
Website: www.literacyaction.org

SUMMARY

This position is primarily for an ABE and ESL instructor. The instructor's primary role is to teach, develop, chart, and produce a proprietary process used in a diverse adult education environment and train on the LAI method. The GED Instructor provides general education to students preparing for GED test(s), including basic academic reading, writing, and math skills. The job requires the flexibility of working with other partners for GED classes

The primary role is to support and instruct students in all ESL and ABE subjects. The instructor will participate in various professional development opportunities, create structured lesson plans, and provide education in an exciting, innovative, and impactful format.

Must attend and participate in staff development and staff meetings. The Adult Education Instructor is responsible for classroom assistants and volunteers. Must be proficient in Windows applications (such as Word and Excel), Blackboard, internet, outlook, and job-related software programs. Must be flexible to travel to deliver ABE and ESL classes.

RESPONSIBILITIES

Lesson Planning and Classroom Instruction

- Plan, organize, and implement instruction that is consistent and coordinated with the outlined learning objectives.
- Develop and implement detailed lesson plans that utilize the identified curriculum and incorporate differentiated techniques and strategies.
- Provide a nurturing, supportive, and positive learning environment with high expectations that encourage student responsibility, enhance motivation, clearly communicate classroom routines, and incorporate engaging instructional strategies.
- Evaluate and adjust, if needed, teaching strategies to support student learning needs and aid in student retention and performance.

Classroom Administration

- Track day-to-day communication with students, including, but not limited to: attendance, student progress and concerns, and programmatic updates.
- Provide guidance and instruction to the volunteer classroom assistant. Performs all other duties as assigned.

Minimum Qualifications:

- Bachelors' degree in education or any related field
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Preferred Qualifications:

- Minimum of one (1) year teaching experience
- Comfortable teaching online and in-person
- Comfortable traveling to different locations
- Blackboard training or related online teaching experience
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Medical and Other Benefits:

No benefits