SOMERSET COUNTY TECHNOLOGY CENTER

JOB DESCRIPTION ━━━━━━━━━━━━━━━

POSITION TITLE: Adult Literacy Instructor

REPORTS TO: Director of Adult Education

SUMMARY: It will be the duty of the Adult Literacy Instructor to provide adult basic literacy instruction to ABE and ASE students and guide them in their transition to core and post-secondary goals.

DUTIES AND RESPONSIBILITIES:

- Teach adult students basic literacy skills, including language, math, Social Studies, and science
- Develop career pathways
- Create lesson plans utilizing various curriculum resources
- Integrate competencies, goals, and objectives into lesson plans
- Utilize curricula that reflect the diverse educational, cultural, and learning differences of the students served
- Incorporate specific, measurable, and behavioral objectives and timeframes
- Utilize various instructional methods, including tactile, visual, and aural learning preferences
- Work with students on an individual and group basis, both in-person and remotely
- Assist with orientation and case management support
- Incorporate real-world context into classroom settings
- Promote active classroom participation
- Implement continuous improvement plan
- Assist in the recruitment of participants, including participation in community outreach programs
- Develop professional relationships with other agencies and programs
- Work with program coordinators to ensure initiatives are being met
- Participate in the Program Improvement Team
- Work with the In-House Professional Development Specialist to develop and implement a yearly professional development plan

- Participate in professional development activities for the purpose of continuous program improvement
- Participate in training to administer and interpret formal and informal assessments
- Complete associated paperwork in a timely and competent manner
- Other duties as assigned by the Director of Adult Education

MINIMUM QUALIFICATIONS:
- Bachelor's Degree in Education; experience working with or teaching adult students preferred
- Teaching Certification
- Competency in computing skills, including Microsoft Office, Windows applications, and Google Suite
- Ability to work independently and manage individual schedule
- Excellent verbal and written communication skills
- Excellent interpersonal skills