**Part-time Adult Educators Needed (Adult Basic Education/GED Preparation, English as a Second Language, Civics and/or Computer Literacy)**

**Location:** Jefferson County Literacy Council, 218 Wisconsin Drive, Jefferson, WI; travel to other communities and instructional sites within Jefferson County may be required. (Sites may include public libraries, K-12 schools, community centers or the Jefferson County jail.)

**Hours:** Positions are part-time and flexible based on need and availability of instructors and learners.

**Essential Duties**

**Instruction**

* Instruct adult learners in reading, English, math, civics and/or computer literacy
	+ Design appropriate instructional strategies and materials for use with adult learners
* Adhere to curriculum standards for adult basic education and English as a Second Language instruction developed by the Wisconsin Technical College System (WTCS)
	+ Provide differentiated instruction as needed for learners at varying levels through the use of a variety of materials and help from volunteers
	+ Administer pre and post-assessment measures using standardized instruments (TABE 11/12 and TABE CLAS-E)
	+ Assess student learning, modifying approaches as needed for effectiveness
	+ Use data to monitor outcomes and performance standards established by the WTCS for recipients of American Education and Family Literacy Act (AEFLA) grant funds

**Communication with learners**

* Communicate with learners in a positive, encouraging and respectful manner
	+ Develop a class expectation guide that outlines class meeting dates, contact information and class rules
	+ Allow learners a way to contact you outside of class to report an anticipated absence or ask questions
	+ Encourage learners to be responsible and accountable for their attendance, participation and success
	+ Create and maintain a class environment appropriate for adult learners
	+ Create and maintain a class environment that respects persons from diverse socio-economic and racial backgrounds
	+ Provide learners with information for needed services and refer to other community-based organizations as needed

**Reporting**

* Collect and forward weekly class attendance to the JCLC office via e-mail
* Conduct intake of new learners as needed, submit related forms to JCLC office
* Notify JCLC office if additional materials are needed for class (books, markers, etc.)
* Notify JCLC if a learner is habitually absent or requires a phone call in their native language

**Management**

* Manage and incorporate JCLC volunteers at the class site
* Provide positive feedback and encouragement to volunteers
* Supply volunteers with necessary resources for success
* Maintain a good rapport with class host site (i.e. if teaching at a public library or other location)
* Check in each week with individual managing site (i.e. librarian, custodian)
* Leave meeting room in good condition

**Requirements**

* Bachelor’s Degree in elementary education, secondary education, adult education, ESL, or a specific discipline such as reading, math or English required.
* Bilingual Spanish/English language skills are preferred, but not required, for ESL instructors.
* Ability to travel to other instructional sites.

**Application Process**

* Please attach a copy of your resume for review. Be sure to note any teaching licenses you have held, even if they are not current.
* Call 920.675.0500 for more information.

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