



LITERACY ACTION

Instructor- Adult Basic Education

Location:	Literacy Action Office, Peachtree Center
Reports to:	Program Administrator
Direct Reports:	N/A
Classification:	Temporary Part-Time
Benefits:	None
Hourly Wage:	\$18-\$22/hourly
Apply At:	jobs@literacyaction.org
Website:	www.literacyaction.org

JOB SUMMARY

Adult Basic Education (ABE) Instructors provide day-to-day programmatic leadership within the classroom by delivering top-notch instruction to all enrolled students. Its primary role is to support, instruct student in the areas of math, science, writing, reading and social studies, and deliver instruction to students located within the organization and partner sites. An ABE instructor will participate in various professional development opportunities, create structured lesson plans, and deliver instruction in an exciting, innovative, and impactful format.

A successful ABE instructor will have the skills, understanding, and personal confidence to engage regularly with adult students, build and sustain relationships, and deliver quality classroom based instruction.

ESSENTIAL 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 utilizes the identified curriculum and incorporates 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 incorporates 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, absences and tardiness, student progress and concerns, and programmatic updates.
- Provide guidance and instruction to the volunteer classroom assistant.

Performs all other duties as assigned.

EXPERIENCE, EDUCATION, AND CERTIFICATION(S):

- Bachelor's Degree from an accredited college/university, or relevant combination of education and experience.
- Teaching certification, preferred.
- 3+ years of classroom instruction.
- Experience in the Adult Education field, highly preferred.
- Experience in a community facing organization. Nonprofit experience a plus.
- Experience with mentoring and encouraging students to develop new skills and confidence.

KNOWLEDGE AND SKILLS:

- Ability to quickly build trust across various stakeholder groups (e.g., partners, trustees, volunteers, staff, and students).
- Advanced knowledge of Microsoft Office 365 programs, including but not limited to Excel, PowerPoint, Word, and Outlook.
- Excellent organizational skills and classroom management skills.
- Ability to communicate complex subjects clear and engaging way.
- Ability to work with groups of varying ages, and skills level.
- Ability to use a wide variety of teaching methods to promote learning.
- Excellent written and verbal communication skills.
- Ability to work individually as well as on a team.
- Must be a self-starter and innovative thinker.
- Driven to continuously identify opportunities to improve the organization's effectiveness.
- Effective public speaking and presentation skills are essential.