

## **Job Description for Adult Basic Education Instructional Specialist (ABE Instrctnl Spec)**

### **Description / Job Summary**

- Works with the Grant Administrator, MIS Specialist and the Intake Assessment Specialist and ABE Program Staff;
- Works with the Intake Assessment Specialist on the special needs of enrolled learners, including disabled students and English language learners;
- Assist with the development and execution of the program's Data Quality Plan;
- Oversees the recruitment, selection, and training of ABE adjunct faculty;
- Functions as a master or lead teacher, including having instructional responsibility for no more than one weekly class;
- Oversees the review, selection and implementation of instructional resources;
- Develops and implements curriculum based on AELS instructional Standards;
- Connects instruction and accountability;
- Analyze program outcome data, along with instructor observations and surveys to develop and implement a Professional Development Plan for consistent program improvement and enhanced classroom instruction;
- Identifies professional development needs and coordinates activities to address those needs;
- Performs other duties as assigned based on program demographics, enrollment trends, and the needs of the target population;
- Attends State Instructional Specialist meetings and communicates pertinent information to appropriate local program staff;
- Attends State "Train-the-Trainer" initiatives and subsequently training local staff;
- Trains new Instructional Specialist in neighboring programs in the same geographic region, upon request;
- Attends State professional development activities and applies at local level;
- Other related duties as assigned.

### **Qualifications**

#### **Required**

- Bachelor's degree required; Master's degree preferred
- Minimum of one year of experience in a DLLR funded adult education program required
- Adult education teaching experience required
- Adult education experience required
- Training and mentoring experienced required

### **Required Knowledge:**

- Knowledge of curriculum design and development and instructional processes and strategies based on research in adult learning and development
- Knowledge of all Literacy Works Information System (LWIS/LACES) data elements and local program's Intake and Update forms
- Knowledge of staff development and training procedures for teaching and learning