

## **ADULT EDUCATION INSTRUCTOR**

The mission of South Baltimore Learning Center (SBLC) is to improve the self-sufficiency of educationally disadvantaged adults. SBLC is a community-based nonprofit organization providing functional literacy and life skills training, in addition to career preparation services, to residents in the Baltimore Area.

### POSITION SUMMARY

An Adult Education Instructor at SBLC is responsible for providing instruction to adult education learners who are pursuing a high school diploma and/or basic academic skills in writing, reading comprehension, mathematics, science and social studies. The Adult Education Instructor reports to the Instructional Specialist and offered direction from the Program Manager in the delivery of instruction, curriculum development, data analysis, administration of paperwork, assessments, and outcomes of SBLC.

### ESSENTIAL RESPONSIBILITIES

- Instruct ABE, Pre-GED, GED and Bridge classes. Hours are based on class schedule, need, and availability.
- Provide a strong emphasis on numeracy instruction is helpful but all academic levels and subject matter areas are sought.
- Provide instruction in all areas as determined by the needs of the class including writing, reading comprehension, mathematics, science, social studies, and literature.
- Prepare all requirements related to class instruction (preparation, ILP's, portfolios, pre-& post testing, retention, etc.).
- Collect, record, and report all necessary information related to students in a timely fashion.
- Manage assigned classroom assistant and volunteers, if applicable.
- Provide effective instruction that produces annual learner outcomes required by grants.
- Substitute for other instructors as needed.
- Assist in instructional staff development plans for instructors, and attend professional development (8 hours minimum) by attending required trainings and workshops, the MAACCE conference, or other trainings as determined.
- Participate as a member of the intake/assessment planning and implementation team, and conduct intake/assessment sessions and pre and post-tests.
- Complete required forms at the conclusion of each session.
- Assign and monitor "GED Ready" tests for learners.
- Participate in staff meetings.

## QUALIFICATIONS, SKILLS AND TALENTS

- Prior teaching experience required.
- Bachelor's degree in education or an associated field from an accredited institution required.
- Proven experience in assisting in writing curricula for adult learners, and individualized instruction within a classroom setting.
- Have the ability to integrate technology in classroom instruction.
- Possess excellent written and verbal communication skills and software skills.
- Passion for adult education and advancing opportunities for disadvantaged individuals.

## HOURS, COMPENSATION AND BENEFITS

### Full Time, Part-Time and Substitute Positions Available

The salary for this position is commensurate with qualifications and experience.

Part-Time employees are paid at an hourly rate and are not eligible for benefits and do not accrue vacation leave during the period they are employed.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the associate is often required to read, write, use hands to finger, handle, or feel objects or controls, reach with hands, and arms, talk, and hear. Specific vision abilities required for this position include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the noise level is typically moderate.

## APPLICATION PROCESS

\*To apply, email cover letter and resume to [recruiter@southbaltimorelearns.org](mailto:recruiter@southbaltimorelearns.org). Please do not call.