



## JOB DESCRIPTION

<b>Job Title:</b> Community Instructional Site Lead	<b>Department:</b> Adult Education
<b>Reports to:</b> Assistant Director, Adult Basic Education	<b>Job status:</b> Exempt
	<b>Salary Range:</b> \$55, 500 - 58,500

### JOB SUMMARY

The Community Instructional Site Lead oversees the Adult Basic Education instructional team located at various site locations throughout Shelby County. Instructional services include HopeWorks Adult Basic Education classes within Correction sites and other community partner sites where the Community Instructional Site Lead will prepare and execute instruction of students. The site Lead can expect to manage multiple sites and the teaching team, student coordinators, and success coaches assigned to the specific site. The Instructional Site Lead will periodically contact students regarding progress, holding advising sessions for Adult Basic Education students, recording and verifying the accuracy of data.

The Community Site Lead will use performance data to inform instructional decisions. They must be willing to work with a team to accomplish program goals, and conscientious about keeping and maintaining accurate records. They are responsible for helping students progress in their academic and career goals by earning a High School Equivalency (HSE) Diploma and/or growing their basic skills in Math, Language, Science, Social Studies, and Reading, as demonstrated by progressing through the six Educational Functioning Levels defined by the National Reporting System (NRS) (as evidenced by achieving measurable skills gains).

The Adult Basic Education Community Site Lead should have an understanding of data-based instruction and the ability to relate and build rapport with people of diverse backgrounds. They should also possess a level of comfort working in correctional facilities and with those who are incarcerated. Instructional duties include, but are not limited to direct teaching, analyzing data, placing students according to their data, managing a team of instructors, administering assessments, counseling students, and other instructional activities involving working directly with the students and teachers as assigned.

The Community Instructional Site Lead for Adult Basic Education should model HopeWorks values and ethics. To be effective in this position, one must be caring, empathetic, conscientious, confidential, culturally-sensitive, employee-centered and reliable. This individual should adhere to professional standards as outlined by rules and regulations governing their profession.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Instruction

- Work with instructors to plan and execute instruction to empower students to progress in academic and career goals.
- Review pretest and post-test data to target student skill deficiencies to enable students to make measurable skills gains.
- Work with instructors to prepare engaging lessons that incorporate all learning modalities.

- Work with instructors to provide instruction for both virtual and in-person class offerings.
- Be familiar with various Adult Education testing platforms and requirements.
- Work with community partners, HW administration and student coordinators for student recruitment, outreach, and retention efforts.
- Reach out to students who have not been attending class to identify and address barriers.
- Manage site and supervise staff.

**Data and Records**

- Analyze student and team data, and utilize data to guide and manage team performance.
- Work with the student coordinator to ensure placement of students in appropriate classes based on individual data.
- Strive to meet state-mandated MSG goals.
- Maintain and enter accurate attendance records according to HW and state guidelines.
- Document student contact and advising sessions.

**General Operations**

- As a member of the leadership team, lead by example, promoting positive communication, teamwork and professionalism.
- Supervise full and part-time instructors, and student coordinators.
- Support other staff as a member of the Adult Basic Education team.
- Promote the Adult Basic Education program through interaction with students and prospective students.
- Refer students to other HopeWorks programs as need arises.
- Ability to work independently with little direct supervision.
- Accept responsibility and be self-motivated.
- Display effective multitasking and time management skills.
- Provide stellar customer service and assist with student registrations, class assignment, attendance reports, and student goals.
- Perform other duties as assigned.


**EDUCATION & RELATED WORK EXPERIENCE**

**Education Level:**

Bachelor’s degree in Education or related field required.

Three (3) years related work experience required.  
Experience in Adult Education preferred.

**REQUIRED SKILLS AND KNOWLEDGE**

	REQUIRED	PREFERRED
Experience in Adult Education.		X
A strong command of computer skills (G-Suite, ZOOM, MS Word, Excel, and PowerPoint).	X	
Strong organizational and time management skills.	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, board, community volunteers, donors, etc.	X	

Ability to prioritize and multitask to meet deadlines.	X	
Strong written and verbal communication skills.	X	
Demonstrated ability to work under pressure.	X	
Must be able to manage multiple demands from multiple directions and provide a positive response.	X	
Recognize the confidential nature of operations and actively protect sensitive data and information.	X	
Meticulous attention to recording and reporting accurate data and records.	X	
Flexible and adaptable in various situations and environments.	X	
Able to travel to multiple HopeWorks and partner locations, as well as across the state as required.	X	
Able to prioritize matters of significance and make decisions accordingly.	X	
Experience working with a team to achieve positive outcomes.	X	
Participate in local activities and professional development.	X	
Work inside of Correction Facilities in Shelby County, including but not limited to 201 Poplar, Jail East, Shelby County Department of Corrections, Mark Luttrell State Transition Center, and the Day Reporting Center.	X	

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS**

Able to Remain in a stationary position, often standing or sitting for prolonged periods. Able to work in a shared space setting with distracting noise levels, such as from clients and office equipment.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

**ACKNOWLEDGEMENTS**

**Creation Date:** May 30, 2023 **Revision Date:**

**Supervisor: I have approved this job description and reviewed it with my employee.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee: I have reviewed this job description with my supervisor and acknowledge receipt.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Human Resources:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_