



JOB DESCRIPTION

Job Title: Instructor (Part-Time) Adult Basic Education	Department: Adult Basic Education
Reports to: Instructional Site Lead	Job status: Non-exempt

JOB SUMMARY

The part-time Adult Basic Education Instructor works with the HopeWorks Adult Basic Education instructional team to coordinate instruction. Instructors can expect to prepare lessons, instruct students, collaborate with staff, contact students regarding progress, and record data. The instructor should be engaging, using performance data to inform instructional decisions, willing to work with a team to accomplish program goals, and conscientious about keeping and recording accurate records. The instructor is responsible for ensuring an educational atmosphere where adult students have the opportunity to fulfill their academic and career goals by earning a High School Equivalency (HISET) 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).

The successful part-time Instructor should have an understanding of data-based instruction, strong understanding of Basic Adult Education, the ability to relate and build rapport with people of diverse backgrounds, and proficiency with computers and software, such as G Suite, Google Classroom, and Promethean Boards. He or she should be reliable, professional, and have excellent interpersonal skills. The instructor should also be able to differentiate instruction based on student needs and integrate skills and content to deliver cohesive integrated lessons.

The instructor should model HopeWorks values and ethics central to the HopeWorks mission of “Hope in Christ”. To be effective in this position, one must be caring, empathetic, conscientious, confidential, culturally-sensitive, and client-centered. This individual should adhere to professional standards as outlined by rules and regulations governing their profession.

Daily Functions and Responsibilities

- Instruction**
- Plan and execute instruction to empower students to progress in academic and career goals.
 - Communicate pre and post-test data.
 - Schedule students for post-test.
 - Review pretest and post-test data to target student skill deficiencies to enable students to make measurable skills gains.
 - Prepare engaging, differentiated lessons based on student data, that incorporate all learning modalities.
 - Provide instruction for both virtual and in person classes.
 - Be familiar with various Adult Education testing platforms and requirements.
 - Work with administration and student coordinators for student recruitment, outreach, and retention efforts.

<ul style="list-style-type: none"> • Reach out to students who have not been attending class to identify and address barriers. 	
<p>Data and Records</p> <ul style="list-style-type: none"> • Maintain and enter accurate attendance records. • Document student contact and advising sessions. • Track student progress through Jobs4TN and the HopeWorks Google sheets. • Meet state mandated participation and measurable skills gain (MSG) goals. • Be familiar with various Adult Education testing platforms and requirements. <p>General Operations</p> <ul style="list-style-type: none"> • Lead by example, promoting positive communication, teamwork and professionalism. • Display effective multitasking and time management skills. • Provide office coverage, customer service and assist with student registrations, class assignment, attendance reports, and student goals • Promote ABE program through interaction with students and prospective students. • Support other staff as a member of the ABE team. • Refer students to other HopeWorks programs as need arises. • Other assigned Duties as requested. 	

EDUCATION & RELATED WORK EXPERIENCE	
Education Level: Required	
<ul style="list-style-type: none"> • Bachelor’s Degree in Education or related field • Tennessee Teacher’s License or approved waiver 	
Years Related Work Experience:	
<ul style="list-style-type: none"> • 2-3 years working with students and/or teaching or tutoring required • Experience in Adult Education preferred. 	

REQUIRED SKILLS AND KNOWLEDGE		
	REQUIRED	PREFERRED
Strong Leadership Skills	X	
Experience working with a team to achieve outcomes	X	
A strong command of computer skills (G-Suite, Google Classroom, ZOOM, MS Word, Excel, and PowerPoint) is required	X	
Meticulous attention to recording and reporting accurate records/ data	X	
A strong, proven ability to analyze data and convert findings for reports	X	
Strong organizational and time management skills	X	
Excellent demonstrated written and verbal skills, reports and presentation creation in power point or related software.	X	
Able to travel to satellite locations including correctional facilities.	X	
Ability to work with staff across multiple departments	X	
Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, community volunteers, donors, etc.	X	
Demonstrated ability to meet deadlines	X	

Proven ability to analyze student data to plan and execute lessons	X	
Demonstrated ability to work under pressure	X	
Must be able to answer multiple demands from multiple directions simultaneously in a strength-based manner.	X	
Able to prioritize matters of significance, and make decisions accordingly	X	
Deals with confidential information on a daily basis and must respect the nature of the data.	X	
Strong Problem-Solving Skills	X	

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS
Able to Remain in a stationary position, often standing or sitting for prolonged periods. Able to work with distracting noise levels, such as from students and office equipment. Willing to work inside one or more correctional facilities.

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: 07/17/2023	Revision Date: 7-17-2024
Supervisor: I have approved this job description and reviewed it with my employee.	
Signature: _____	Date: _____
Employee:	
Name (Print) _____	
I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature: _____	Date: _____
Human Resources:	
Signature: _____	Date: _____