HOPEWORKS

JOB DESCRIPTION

Job Title: Adult Basic Education Instructor	**Department:** Adult Basic Education
Reports to: Adult Basic Education Instructional Site Lead	**Job status:** Exempt

JOB SUMMARY

The Adult Basic Education (ABE) Instructor works with the ABE instructional team to prepare and execute instruction of students. This person can expect to prepare lessons, instruct students, collaborate with staff, contact students regarding progress, and record data.

The individual should be an engaging instructor who uses 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 ABE 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 (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 ABE Instructor should have an understanding of data-based instruction and the ability to relate and build rapport with people of diverse backgrounds.. They should exhibit proficiency with computers and software, such as G Suite, Google Classroom, and Promethean Boards. They should be reliable, professional, and have excellent interpersonal skills. They should also be able to differentiate instruction based on student data and needs, and integrate skills and content to deliver cohesive integrated lessons.

This individual 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Instruction

- 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
- Prepare engaging lessons 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
- Reach out to students who have not been attending class to identify and address barriers
- Manage site and supervise the site’s staff

Data and Records

- Analyze student and team data
- Utilize student data to guide and manage your team's performance
- Place all students in the appropriate class based on individual data
- Meet state-mandated MSG goals
- Maintain and enter accurate attendance records
- Document student contact and advising sessions
- Track student progress through Jobs4TN/LACES and HopeWorks Google Sheets

General Operations

- Support other staff as a member of the ABE team
- Promote ABE 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
- Perform other duties as requested

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 multi-task 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 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 satellite locations	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 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: July 13, 2021	**Revision Date:** June 15, 2023
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:
Human Resources:	
Signature:	Date: