

JOB DESCRIPTION

Position Title:	Transitional English Instructor/Adult Basic Education Tutoring Coordinator
Reports to:	Director of Adult Basic Education Programs
Status:	Full Time, 37.5 hours per week, 52 weeks. Flexible/hybrid schedule to accommodate for evening hours.
Salary:	\$47,000.00 per year
Benefits:	Vacation, holidays, personal days, sick days, health insurance, and Simple IRA according to the guidelines in Vita's Employment Policy Manual

About Vita:

Vita Education Services is Bucks County's lead adult education agency, offering free English Language Learning, GED Preparation, Basic Skills, Family Literacy, and corrections system education programs. Vita's adult education programs enable low-literacy, low-income families to escape poverty, qualify for better jobs, enter job training or college, and earn family-sustaining incomes. Foreign-born students are empowered to become more connected to their children's education, their employers, and their communities. Vita's corrections system education programs serve incarcerated and returning citizens by providing GED preparation, cognitive behavioral skills, and job preparation classes. Vita maintains office spaces in Doylestown and Bristol and offers classes in locations throughout Central and Lower Bucks County.

Summary of job:

The Transitional English Instructor/Tutoring Services Coordinator is responsible for teaching Transitional English classes and supervising volunteer-led basic literacy instruction tutor groups onsite in Bensalem and Warminster Monday – Thursday evenings. The Coordinator will also train and support tutors and classroom aides, adapt existing instructional materials for tutors and students, maintain onsite instructional supplies, facilitate and collect attendance records, assist with case management of students, training and ongoing support of volunteer tutors. Flexible daytime work hours and location options, including remote.

Responsibilities:

- Teach four 90-minute in-person language-based evening classes weekly September – May, one class in Warminster on Monday/Wednesday evenings and one class in Bensalem on Tuesday/Thursday evenings. Classes are taught in Bristol two evenings a week in summer months. After teaching hours, stay onsite to support and supervise tutor sessions led by volunteers.
- Train tutors and classroom aides to teach basic literacy skills using Vita's instructional materials. Maintain contact with and support tutors and classroom aides.
- Adapt and update lessons plans for volunteer tutors, as needed.
- Provide educational case management, including monitoring student attendance, tracking student progress, and discussing and documenting barriers to

participation.

- Work closely with the Director of Literacy and HS Programs and other Vita staff to orient, register, assess, and place students.
- Attend Vita staff meetings.
- Participate in professional development activities.
- Comply with Vita's policies and procedures as specified in the Vita Employment Policy Manual and PA Department of Education grant requirements.
- Execute other responsibilities as assigned.

Qualifications:

- Bachelor's degree
- Experience in teaching, preferably adults
- Understanding of the reading development process
- Familiarity with adult assessments
- Strong interpersonal and organizational skills
- Proficiency in Microsoft Office (Word, Excel, Outlook) and navigating the Internet
- Effective management of time and schedule and ability to meet time-sensitive deadlines
- Interest in flexible schedule
- Appreciation of volunteer strengths and service
- Maturity and sensitivity in working with diverse populations
- Ability to lift, carry, and transport books and materials to and from sites
- PA child abuse, criminal, and FBI clearances within one year of hire date
- Reliable transportation

To Apply:

Submit resume to Program Director Kathy White

kwhite@vitaeducation.org