

Adult Education/Family Literacy

Adult English Language Instructor

Job Title: Adult English Language Instructor

Position Summary:

This position provides classroom instruction to adults in a variety of adult education settings, in accordance with program and funding source policies and emerging best practices, using a variety of instructional strategies that engage program participants in learning. Instructors will also participate in all professional development, curriculum development, and student documentation practices per program policies.

Duties and Responsibilities:

1. Using a provided format, develop written individualized educational plans /adaptation plans for each participant according to the needs of English language learners, and low literacy students for multi-level instruction for simultaneous online real time virtual and in person lessons.
2. Implement curriculum and model skills during instruction related to digital literacy, academic and workplace readiness, basic literacy, civics, or parenting education and in a manner consistent with the program design and state standards that addresses participant current academic levels.
3. Prepare for, distribute, and document supplemental distance learning activities and make up assignments for each student as needed.
4. Participate in state mandated activities, including but not limited to PLC meetings, teacher training, staff development, program improvement, and other AIU or state program initiatives that support program development as directed by the coordinator. This includes completing the new staff induction modules withing the current program year of being hired.
5. Work with all AIU staff and students to effectively understand and create a positive, respectful learning environment that promotes a culture of learning within the framework of our program guidelines including the discussion of program policies, technology usage, orientation, other as needed.
6. Provide mentoring and coaching in digital technologies to students, class aides, new staff, and other program members.
7. Follow all AIU and Adult education, program-related policies and procedures, and identify and immediately refer to program coordinator any issues regarding emergency issues/plans, classroom management, teacher, tutor or student concerns, supply needs, etc as directed.
8. Maintain and secure accurate student records and other clerical data as assigned to follow AIU, state and federal policies and regulations.

9. Perform a variety of non-instructional responsibilities as needed and assigned, such as clerical, data collection and entry, curriculum development, case management, recruitment, training, and/or any additional tasks related to the general operation of the Adult Education Program.
10. Adhere to deadlines, class schedules, appointments, meetings, and work effectively in meeting goals on a daily basis.
11. Ability to travel between class sites and locations and maintain a clean and orderly classroom, staff work areas and storage areas and travel supplies as needed.
12. Assist in additional program related events, activities and class coverage when needed.
13. Provide staff/volunteer training and fulfill responsibilities related to the PDE identified roles in alignment with program development

Qualifications:

Bachelor's Degree; English, Education, ESL, TOEFL or related field required.

Minimum of one (1) year ESL teaching experience classroom-based or small group instruction preferred.

Minimum of one (1) year experience in Adult Education preferred.

Basic level expertise in current Microsoft/Google office products for use and presentation is required.

Excellent organizational skills, initiative, and ability to work with limited supervision.

Ability to prioritize tasks, meet deadlines, and work under pressure.

Ability to track, evaluate, and interpret program data to ensure high-quality programs and services.

Ability to comply with the AIU Policies and Procedures.

Working Conditions:

Identify the working conditions and physical demands which relate to the essential functions of the position, such as working indoors/outdoors, working with exposures to hazards, etc. Include special considerations for the position, such as occasional travel or necessary overtime.

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

- Sitting for extended period of time
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle teaching materials and supplies
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating with limited English-speaking customers
- Hearing clearly
- Adequate vision to perform duties

The information contained in this job description is for compliance with Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Disclaimer: The preceding description is not designed to be a complete list of all duties and responsibilities required of this position.

Reports To: Clara Folino, Adult Education and Family Literacy Supervisor

Department: FACES/Adult Education/Family Literacy

Position Schedule: Monday - Friday

Salary: \$35,000

Benefits: Health, dental and eye for 260 day full time employee

To Apply: Create an on-line application and upload a cover letter, resume, PA Certificate (if applicable) and transcripts at the [AIU Career Site](#).

Please send any questions to: recruitment@aiu3.net

The Allegheny Intermediate Unit is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, handicap, or limited English proficiency in its educational programs, services, facilities, activities or employment practices as required by Title IX of the 1972 Educational Amendments, Title VI and Title VII of the Civil Rights Act of 1964, as amended, Section 504 Regulations of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, Section 204 Regulations of the 1984 Carl D. Perkins Act, the Americans with Disabilities Act, or any other applicable federal or state statute.