**Position Summary:**

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| The Adult Basic Education (ABE) teacher provides individualized Language Arts, Math, Science, and Social Studies instruction to adults seeking to obtain a high school equivalency (GED®, HiSET®) credential, obtain or retain employment, and/or enroll in postsecondary education or a training program. The part-time ABE teacher will work up to 17 hours per week and be compensated for preparation and professional development time.  The ABE Teacher works as part of a team to help learners set goals and provide support to attain them while meeting funder-imposed performance targets for program enrollment, learning gains, and goal attainment.  To perform this job successfully, an individual **MUST** be proficient in using MS Office and all of its main applications and functionality (Outlook, Teams, Excel, Word, Access, One Drive, SharePoint, etc.). In addition, the individual **must** be proficient in using learning management systems, online learning software, customer management software, online meeting platforms (including but not limited to breakout room, chat, document sharing functions), Adobe, and have basic MS Windows troubleshooting skills. |

  
**General Duties:**

Manage a student body of up to 20 students at a time.

Perform all related administrative duties and reporting including but not limited to preparing lesson plans, reporting attendance and follow up student outcomes, completing timesheets, recording academic progress, attending required meetings.

**Competencies:**

Monitors and manages student learning and performance through data

* Assesses learners’ prior knowledge, learning needs, and college and career readiness goals
* Sets learning goals and a course of study
* Monitors learning through summative and formative assessment
* Adapts instruction based on formative and summative student assessment data

Plans and delivers high-quality, evidence-based instruction

* Designs learner-centered instruction and classroom environments
* Designs standards-based instructional units and lesson plans
* Uses instructional techniques that are effective with adult learners
* Designs instruction to build learners’ technology and digital media literacy skills
* Designs instruction to build learners’ higher-order thinking, communication, and problem-solving skills

Effectively communicates to motivate and engage learners

* Communicates high expectations of learners and motivates them to persist to meet their goals
* Communicates in a clear and understandable way
* Engages in active listening, dialogue, and questioning to facilitate and support learning
* Models an understanding of diversity

Pursues professionalism and continually builds knowledge and skills

* Possesses content area knowledge and teaching skills required for subjects and populations taught
* Participates in professional development networks and learning communities
* Refines instructional practices through reflection on experience, evidence and data
* Participates in and contributes to program improvement efforts

Model and integrate technology into teaching

* Designs instruction that utilizes content-specific technologies to enhance teaching and learning
* Incorporates pedagogical approaches that prepare students to effectively use technology
* Supports the development of the knowledge, skills, and attitudes of students as related to learning with technology
* Uses online tools to enhance teaching and learning
* Use technology to differentiate instruction to meet diverse learning needs
* Uses appropriate technology tools for assessment
* Uses effective strategies for teaching online and/or blended/hybrid learning environments
* Engages in ongoing professional development and networking activities to improve the integration of technology into teaching
* Applies basic troubleshooting skills to resolve technology issues

**Other Competencies:**

**Champions Mission**:

* Understands and actively supports the mission of the Training Fund and District 1199C and the impact the organization has on its stakeholders.
* Understands his/her role in supporting the growth of the Training Fund.

**Commits to Service**:

* Dedicated to meeting the expectations and needs of internal and external customers.
* Treats colleagues as “internal customers” with commitment to understanding and addressing their expectations.

**Delivers Excellence**:

* Can be counted on to meet goals successfully, on time and to follow through.
* Is solution oriented; takes initiative and ownership of work.
* Takes pride in delivering a high-quality product.
* Spends time on what’s important; organizes and continuously prioritizes work.

**Is Accountable for Results:**

* Achieves results by keeping commitments
* Takes responsibility for actions, both individually and as a member of a team
* Acts ethically and with integrity.
* Demonstrates a strong work ethic.
* Responds flexibly to change; easily and positively makes transitions to the new and different.

**Communicates Effectively**:

* Communicates clearly and accurately in written and verbal form.
* Ensures that information is shared with whomever it will affect, directly or indirectly.
* Is open and respectful when giving or receiving feedback.
* Practices attentive and active listening.
* Responds to conflict quickly and effectively.
* Maintains composure under pressure.
* Works collaboratively and cooperatively with others and across departments agency wide.
* Practices empathetic, non-judgmental communication.

**Values Diversity**:

* Contributes to a work environment in which individuals perceive that their uniqueness is respected and valued.
* Sees diversity as essential to the success of the organization.

**Qualifications:**

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| **Special Licenses and/or Certificates:** |
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| **Education and/or Experience: bachelor's degree in education with 3 – 5 years’ experience teaching Adult Learners** |
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| **Technical Proficiencies:** |
| To perform this job successfully, an individual **MUST** be competent in using MS Office and all of its main applications and functionality (Outlook, Teams, Excel, Word, Access, One Drive, SharePoint, etc.). In addition, the individual **must** be competent in using learning management systems, customer management software, online meeting platforms, Adobe, and have basic MS Windows troubleshooting skills. |
| **Work Requirements:** |
| Work requirements include the ability to work evenings and weekends as needed; flexibility; time management skills; critical thinking skills and ability to work independently and with a team. |

*The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee.*



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| Approved By: |  | Approved On: |  |