



Literacy Source Position Announcement

Instructional Staff Position Description

Title: ABE and Digital Literacy Instructional Advisor

Location:

This position will be based at our Learning Center at 3200 NE 125th Street. We anticipate having a mixture of in-person, hybrid (remote and on-site) and remote classes moving forward. The GED class is on Monday and Wednesday evening in Zoom, but other classes may be in-person. We anticipate this position being hybrid, with the possibility of some remote hours.

About Literacy Source:

Literacy Source partners with adults working to gain skills and education to create new opportunities for themselves, their families, and the community. As a non-profit community learning center, we work towards an inclusive and equitable society providing education and opportunities for all adults. We provide free basic skills classes and one-on-one tutoring at our Learning Center in Lake City and in locations throughout Seattle. Our students range in age from 18 to 90, speak 50 languages, and represent 68 nations. 97% of our students are low-income and 88% are immigrants or refugees. All of our students share one common element – the desire to learn and achieve their goals.

Our Values

- Lifelong Learning: We believe that all adults can learn and grow.
- Equity: We create equal access to education because systemic injustices and oppression lead to unequal opportunities and barriers to participation.
- Inclusion: We foster an inclusive and multicultural space in which all cultures, traditions, social identities, and ways of knowing are respected and welcomed.
- Collaboration: We seek out the knowledge and experience of our community and work with others on shared goals.
- Integrity: We are honest and accountable to each other and our community.
- Celebration: We believe learning is fun and empowering and deserves to be celebrated alongside the community we're building together.

Position Description and Duties:

The ABE and Digital Skills Instructional Advisor is responsible for teaching Adult Basic Education (ABE) classes at the Learning Center and coordinating the ABE and Digital Skills programs. This position will work as part of the

instructional advisory team to provide instruction and instructional case management to adult learners, and to provide training, support and supervision for volunteer instructors and tutors.

The ABE and Digital Literacy Instructional Advisor reports to the Co-E.D., Educational Director. Essential duties and responsibilities include:

Instruction: (12 hours/week)

- Teach the M/W evening GED prep Reading and Writing class: creating lesson plans aligned with the CCRS and using instructional methods geared toward the adult learner in a classroom setting. Class is 6 hours of instruction a week (4 hours in Zoom, 2 hours asynchronous in Google Classroom)
- Provide homework and tech assistance to students outside of class using multiple methods including in-person or Zoom office hours, email, texts, or phone calls.
- Integrate the teaching of GED content, the CCRS, and basic digital literacy skills into curriculum.
- Administer center-wide assessments, track progress and provide feedback and support to help students make progress to achieve literacy & life skills goals.
- Support students directly with GED test preparation and registration.

Volunteer Supervision and Training: (5 hours/week)

- Provide support and supervision for the volunteer instructors or AmeriCorps members facilitating the evening GED: math/language arts/distance learning Lab class, Pre-GED Reading and Writing, Pre-GED math classes, and Beginning Computer Skills classes. Classes run depending on demand so not all classes are offered every quarter.
- Provide support and supervision to tutors for ABE and digital literacy learners.
- Work with instructional staff to help plan and conduct trainings for volunteer tutors and class assistants and/or partner organizations.
- Integrate the CCRS, best teaching practice for adult learners, teaching for social justice, and digital literacy instruction into instruction and volunteer support.

Center-based Instructional Support/Student Advising: (5 hours/week)

- Help conduct New Student Registrations: intake interviews and assessments.
- Participate in Week O/Orientation session for new students
- Provide support and advocacy for caseload of students, including: working with students to establish goals and identify challenges of barriers to learning, monitoring and interpreting on-going assessment results to track and support student progress; providing learning recommendations to students, instructors, and volunteer tutors; monitoring student attendance in classes and following-up with calls to absent students.
- Match students in caseload with tutors, and provide on-going support to volunteer instructors and tutors, including regular check-ins regarding curriculum and instruction.

General Support: (2 hours/week)

- Assist with ongoing Center needs, including phone answering and assisting students.
- Provide periodic program updates and updated information on student/volunteer activities about equity and inclusion in monthly e-news and on website.
- Contribute to and support long-term strategic planning.
- Keep up on research and trends in the field of Adult Basic Education and participate in trainings and meetings as needed.
- Participate in regular staff meetings, instructional team meetings, and racial caucusing and DEI training.
- Represent Literacy Source's ABE program and/or coordinate with other GED/HS 21+ providers across the Seattle metro area.
- Develop, implement and evaluate program policies, procedures and standards; ensure adherence to governing standards for program quality; and facilitate long-term instructional program planning and goal setting as a member of the Literacy Source instructional team.

Required Qualifications:

- Minimum one-year experience teaching basic skills/GED preparation to adults, including curriculum and lesson planning.
- Committed to anti-racist practices and teaching for equity and inclusion.
- Demonstrated experience with using a wide range of appropriate teaching methods, instructional materials, and forms of assessment.
- Awareness of diverse learning styles and demonstrated experience in applying that knowledge to the development of teaching materials as well as the delivery of instruction.
- Demonstrated ability to integrate technology to enhance instruction and familiarity with online learning management systems. (Literacy Source uses G-Suite tools for class including Gmail, google classroom, google docs/sheets/slides. We also use a variety of other Ed-tech tools that may include Zoom, Padlet, Quizlet, typing club, GED Academy, Book Widgets, and Canvas, depending on the course)
- Ability to work evenings and occasional weekend days (for trainings).
- Ability to work independently and prioritize competing demands.
- Excellent verbal and written communication skills and demonstrated competence in interpersonal relationships.

Desired Qualifications:

- A Masters degree in Adult Education or related field.
- Experience with curriculum development tailored to specific student groups and aligned to Common Core standards, CCRS, SCANS skills or GED.
- Interest in working with volunteers to develop teaching skills, especially focused on culturally competent instruction and/or working with neurodiverse learners in the content areas of digital literacy, math, science, social studies, or English language arts.
- Flexibility, enthusiasm, and experience in furthering the educational development of neurodiverse adult learners from diverse backgrounds and educational experiences.
- Experience with the CASAS and GED testing systems.
- Interest in working in a highly collaborative environment
- Bilingual/bicultural with fluency in an addition language, such as Spanish, Amharic, Somali, Tigrigna, or Chinese

Compensation and Hours:

\$25/hour for 24 hours/week (part-time). Benefits include 9 paid holidays plus two paid organization-wide weeks off (the week of July 4th and between Christmas and New Years), 2 floating holidays, fully covered health, dental, & vision insurance, employer-matching pension plan, and a generous PTO policy (20 days earned/year). Professional development funds are also available.

How to Apply:

Submit a resume and cover letter to Co-ED Educational Director Cat Howell at cath@literacysource.org

For more information, visit www.literacysource.org or call 206-782-2050

Closing Date:

Open until filled. Spring quarter 2024 starts April

Literacy Source is an equal opportunity employer working towards a culturally diverse workplace. We strongly encourage applications from the BIPOC community, immigrants, refugees, women, people with disabilities, members of the LGBTQ community and other underrepresented and historically marginalized groups.