

## Job Description: HSE Teacher

<b>Position:</b>	HSE Teacher	<b>Date:</b>	November 18, 2024
<b>Reports to:</b>	Director of Operations	<b>Hours:</b>	12-15 per week
<b>FLSA:</b>	Non-exempt		

### Job Summary

This non-exempt position (12-15 hours per week) with The Literacy Alliance (TLA) is for teaching teen and adult learners and requires an individual with the desire to help students improve their academic skills. TLA is hiring two high school equivalency instructors for classes beginning in January 2025 in southeast Fort Wayne. The classes (one morning class and one evening class) meet three days per week, three hours per class with additional time allotted for preparation and professional development. The qualified candidate will instruct adults at the high school level in reading, writing, science, social studies, and math and will facilitate employability and certification training.

A qualified candidate will be comfortable working both independently and collaboratively within a small, close-knit team, and thrive in a fast-paced environment. S/he must be able to communicate effectively with co-workers, adult learners, and stakeholders and must be passionate about helping adults succeed through instruction.

In a given day, the adult education instructor may conduct a class, follow up with students, develop curriculum and lessons, and discuss ways to improve recruiting and intake processes with coworkers. The successful candidate must be up to date with current andragogy, be detail oriented, and be able to manage multiple priorities. S/he must have excellent interpersonal skills, persistence, flexibility, and dedication to results.

### Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***Classroom Management***

- Instruct and supervise students in classroom and/or hybrid setting
- Plan and execute lessons that focus on workplace skills and soft skills
- Determine curriculum and instructional materials as needed
- Incorporate digital literacy into classroom instruction
- Develop goal setting processes, learning objectives, and lessons

#### ***Student Interaction and Engagement***

- Assess incoming students and re-evaluate regularly
- Create educational plans for each student and re-evaluate regularly



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- Maintain records of student progress as required by funding sources
- Motivate students and set expectations for student success



***Professional Development***

- Stay up to date with current adult education learner andragogy
- Attend professional development meetings and conferences
- Keep abreast of local and national news related to adult literacy
- Support the TLA board and staff via participation in ancillary tasks, events, projects, and other duties as assigned

***Organizational Duties and Expectations***

- Demonstrate a commitment to the mission of The Literacy Alliance and uphold organizational goals and values; work ethically and with integrity
- Look for ways to improve and promote quality by keeping abreast of local and national news related to literacy, participating in board committees, task forces, and events
- Follow instructions, policies, and procedures. Attend staff meetings and meetings with immediate supervisor

***Core Competencies***

- Demonstrate proven results in implementing data management programs
- Prioritize and plan work activities
- Identify and resolve problems in a timely manner
- Look for ways to improve and promote quality
- Adapt to changes in the work environment
- Treat others with respect and consideration, regardless of status or position
- Show respect and sensitivity for cultural differences
- Follow instructions, policies, and procedures
- Exhibit excellent written and verbal communication skills
- Demonstrate the ability to work on multiple projects simultaneously while managing deadlines
- Develop and maintain effective working relationships; build rapport with diverse personalities; be tactful, mature, flexible, and adaptable
- Possess high professional standards with the ability to see the big picture and manage practical details
- Establish and maintain a highly organized workspace

***Other Skills and Abilities***

- Ability to use multifunction printer and other office hardware
- Ability to read, analyze, and interpret general procedures
- Ability to write reports, business correspondence, and procedures
- Ability to effectively present information and respond to questions from volunteers, students, staff, and the public
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists



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- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Knowledge of Windows operating system and the ability to use database, Internet, and word processing software

### Key Challenges

- Addressing student needs within limited class time
- Meeting needs of diverse adult learners via differential instruction
- Devising learning objectives and lessons that lead to student goals

### Physical Demands

- Regular requirement to sit, talk, and listen
- Frequent requirement to use hands to finger, handle, or feel
- Close vision required
- Occasional requirement to lift and/or move up to 25 pounds

### Education/Experience

- Bachelor's degree
- 1-2 years of professional experience teaching adults preferred
- Have dependable transportation

### Compensation, Benefits and Office Environment

This position reports to the director of operations but collaborates with and supports all staff members. TLA's office is at The Summit: 1005 West Rudisill Blvd, Suite 307. Free parking is available in a lot off the street. The Literacy Alliance has an outcomes-focused, flexible work environment with provided technology. Office space and equipment are provided if needed. Other benefits include the following:

- Competitive hourly wage; amount will be shared with qualified applicants when they are invited to interview
- Technology stipend
- Employer-paid dental insurance, vision insurance
- Ability to contribute to an employer-sponsored 403(b) retirement plan with an employer match



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To apply, email the following items in a single PDF to [francine@literacyalliance.org](mailto:francine@literacyalliance.org):

- Cover letter
- Resume
- Answers to the following questions. Please keep your responses to each question 300 words or less.
  1. What do you know about/what excites you about The Literacy Alliance's mission?
  2. What experience or qualities do you feel make you a uniquely qualified match for this position?
  3. Describe a time when you were responsible for multiple projects at once. How did you organize the tasks and make sure everything was completed?
  4. Describe a time when you saw a problem at work and created a solution for it.

As an equal opportunity employer, The Literacy Alliance encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, marital status or physical ability, and evaluates all candidates on a merit basis.

Literacy changes lives. Our mission is to empower people and strengthen community through education. Please visit [literacyalliance.org](http://literacyalliance.org) to learn more about our organization.

