

JOB DESCRIPTION
WORKPLACE LITERACY TEACHER—Lead

JOB SUMMARY: Works with Workplace Literacy Coordinator, employers, and adult learners to develop and deliver work-related literacy instruction; coordinate teaching team; facilitate and document learner growth

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Analyzes workplace needs.
2. Assists in developing curriculum.
3. Guides and develop teaching team.
4. Assesses and document learner growth.
5. Teaches effective lessons.
6. Develops written instructional plans, including written reflective evaluation.
7. Completes all training requirements.
8. Performs all other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

1. Knowledge and experience of professional practices, procedures and techniques of adult education.
2. Skill in planning and coordinating the work of others.
3. Ability to develop curricula for (both native speaking and non-native speaking) adult learners.
4. Ability to establish and maintain effective working relationships with staff and public.
5. Ability to communicate effectively through written and spoken English
6. Ability to negotiate with and work within diverse corporate cultures.
7. Ability to work effectively as a team leader.

PHILOSOPHY: Share the philosophy that all adults can learn; that instruction must be relevant and useful; that each adult learner is unique; and that adult learners are equal partners in the learning process.

QUALIFICATIONS: Required: At least a B.S. degree in education; At least 3-5 years of successful teaching experiences with adults; Desired: Experience with work-related literacy programs; Fluent speaker of Spanish or other foreign language;

CLOSING DATE: Open until further notice

APPLICATION: Send letter of application, resume, and 3 references to Literacy Action Center, 3595 S Main Street, Salt Lake City, UT 84115.

INQUIRIES: For more information, see www.LiteracyActionCenter.org or call 801/265-9081