



### ***Literacy Action Center***

3595 South Main Street

Salt Lake City, UT 84115-4434

Phone: (801) 265-9081 ❖ Fax: (801) 265-9643

E-mail: lac@netutah.net

Web site: www.LiteracyActionCenter.org

Blog: www.LiteracyActionCenter.blogspot.com

Find us on facebook

## **Job Description**

**JOB TITLE:** Learning Strategist

**SALARY RANGE:** \$12:00-15.00 per hour

10-32 hours per week (part-time), no benefits

Approximately 8:00 AM-8:00 PM Tuesdays & Thursdays, with additional hours flexible & some Saturdays (8:00 AM-4:00 PM)

through June 30, 2010

## **JOB SUMMARY**

Increase adult learners' reading, writing, and math skills on academic achievement test (Test of Adult Basic Education) and to accomplish their personal goals. Teach and supervise volunteers to work with adult learners.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Develop and deliver curriculum that increases adult learners' math, reading, and writing scores on the TABE (Test of Adult Basic Education).
2. Teach adults with range of literacy abilities in classroom, small group, and one-on-one settings.
3. Educate and supervise volunteers to work with adult learners.
4. Teach *Reading Horizons* program in groups or individually in class and on computer.
5. Keep areas safe, clean, and neat. Contribute to an upbeat positive atmosphere.
6. Certify to give the TABE. Administer the TABE to adult learners as required.
7. Complete and submit recordkeeping daily. Document and submit all lesson plans, attendance, and progress weekly.
8. Become a certified Tutor Trainer. Assist with the delivery of the Tutor Training Workshop.
9. Help design and deliver required training for volunteers to develop appropriate teaching techniques, instructional methods, and technologies to help their learners increase their TABE scores and negotiate the literate environment.
10. Provide office support, as needed. This support may include answering phones, making copies and calls, proofreading, bookbinding, special projects, and data entry.
11. Participate in the preparation and delivery of special events, including annual Recognition Dinner, "Jazz on a Summer Evening" fundraiser, and Barnes & Noble gift-wrapping.
12. Oversee office staff when Executive Director is unavailable.
13. Be flexible, dependable, kind, and sensitive with a sense of humor. Be respectful of the adult learners and all the other people involved with the Literacy Action Center.
14. Participate in scheduled staff meetings.
15. Perform other duties as assigned.

## **QUALIFICATIONS**

### **EDUCATION AND/OR EXPERIENCE**

1. Must be 21 years or older.
2. Bachelor's degree from four-year college or university in English, Social Work, Education, Business, or related field preferred.
3. Minimum three years related experience in teaching or tutoring, preferably in basic reading or writing instruction.
4. Background in working with adults with reading and/or writing difficulties preferred.
5. Ability to perform each principal duty and responsibility satisfactorily.
6. Strong interpersonal skills required. Must be able to understand personality types and (re)act appropriately.
7. Teaching license preferred.

### **ABILITY to:**

1. Work independently and effectively with multiple level groups and volunteers.
2. Develop and deliver effective learner-centered hands-on conceptual activities, materials, and strategies to develop skilled, passionate, habitual, critical readers, writers, and mathematicians.
3. Make educational decisions based on learner needs, wants, abilities, and learning styles.
4. Organize and supervise volunteers to work one-on-one or in small groups with adult learners on tasks that move adult learners toward their ultimate goals.
5. Establish effective working relationships with learners, volunteers, and staff.
6. Integrate technologies (including computers) into instructional practices.
7. Read, analyze, and apply information from general periodicals, professional journals, technical procedures, or governmental regulations to teaching situation.
8. Write professional reports and memos.
9. Effectively present information orally and respond to questions. Strong comprehension skills, English grammar skills, and spelling skills are necessary.
10. Define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in reading, writing, and math methodology and deal with several abstract and concrete variables simultaneously while explaining them in simplest terms to a group of learners with a range of abilities and understandings.

### **Knowledge of:**

1. adult literacy education.
2. adult literacy instruction and curriculum design.
3. the Test of Adult Basic Education (TABE) and the National Reporting System (NRS).
4. a wide range of teaching methods and learning strategies.
5. all the elements of reading, writing, and math and how to teach them.
6. issues impacting adult learners.
7. learning disabilities.
8. computer technology—use productivity software as well as educational software.

## **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.

Process

**Task**

Submit resume, cover letter (answering the question: why choose me), and 3 references

Potential candidates will go through two interviews:

1st interview—written/oral interview with Director & learners

2<sup>nd</sup> interview—teaching segment