



# Literacy KC

Changing lives beyond words

## Adult Education & Literacy (AEL) Instructor Literacy KC

Literacy KC's mission is to advance literacy among Kansas City area adults through direct service, advocacy, and collaboration. Our vision is "literacy for all." Literacy KC offers adults and their families a welcoming community to develop and enhance literacy skills and quality of life.

Literacy KC is committed to cultivating and preserving a culture of inclusion. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents not only part of our culture, but our shared potential success, as well. In recruiting for our team, we welcome the unique contributions that one can bring in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.

We take a community literacy approach to teaching adult students. Through an innovative social learning model, lead instructors are supported by a team of tutors in each dynamic classroom setting offered in partner locations throughout the metro area. This position is a busy workweek and may require some night and weekend work.

The AEL Instructor will provide instruction to adults in the areas of literacy, high school equivalency, remediation, citizenship, workforce development, and/or English as a second language instruction.

### Responsibilities:

1. Manage class site independently
2. Proctor assessments when needed
3. Create daily lesson plans based on student deficit areas
4. Provide accommodation and differentiated instruction when needed
5. Ability to instruct students in Math, English, and Writing at the High School Equivalency level
6. Manage documentation for the class site, including student hours, testing information and student assignments
7. Identify and respond to learner's individual and group needs, interests and goals when conducting class
8. Create a physical and interpersonal climate that is conducive to learning by drawing on adult learning theory, knowledge of learners' cultures and interpersonal dynamics
9. Use technology systems in class and as a management tool
10. Work variable hours and days
11. Become familiar with the High School Equivalency Exam (HiSet) or other applicable exam related to the students' goals and be able to target instruction to meet the students' needs
12. Responsible for the retention and progression level of their class(es) to meet all Federal Targets
13. Create and promote a positive work environment through teamwork mentality and creative problem-solving
14. Other duties as assigned

### Qualifications:

- Four (4) year degree
- AEL Teacher/Substitute Certification through DESE
- Must work flexible hours
- Must attend 20 hours of Professional Development annually to maintain certification
- Must participate in a 2-year mentoring program
- Empathy and cultural competence
- Experience working with people from a variety of backgrounds and cultures
- Familiarity with Microsoft Office suite and Google Drive
- Commitment to the mission of Literacy KC



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**Reports To:** Director of Curriculum & Instruction

**Exemption:** Non-Exempt

**Classification:** Part-time