



## **Position Announcement**

### **HSED Instructor, WRTP/BIG STEP Racine**

Literacy Services of Wisconsin holds a historic leadership role in the adult literacy landscape in Wisconsin. As the oldest 501(c) 3 non-profit literacy organization founded in 1965, Literacy Services has developed a powerful one-on-one learning partnership model which empowers undereducated and disadvantaged adults to improve their knowledge and skills to reach for their dreams. On July 1, 2017, Literacy Services joined forces with Milwaukee Achiever Literacy Services through a strategic merger. Together these two well-respected organizations are delivering quality adult education and training programs in seven neighborhood locations around Milwaukee. Our team of 21 staff members and more than 600 volunteers serve 900-1000 adults each year.

Our compassionate and effective team of professionals is leading change in our community by engaging volunteers to share their skills with adults who are from all walks of life and driven to succeed. Literacy Services empowers adult learners to unlock their full potential, whether they are learning to read, studying to earn a GED/HSED, or learning to communicate in English.

#### **Position Summary**

The HSED instructor shall be responsible for the overall success of the HSED program in partnership with the MC3, Pre-Apprenticeship program at WRTP/BIG STEP, including program development; learner-centered educational services; developing curricula and lesson plans specific to the area of language arts, math, and social studies; and reporting outcomes achieved. This is a pilot program located in Racine that will require innovative and creative approaches to instruction.

#### **Primary Responsibilities**

- Student recruitment and enrollment
- Develop and deliver curricula related to the construction trades in Math, Social Studies and Language Arts
- Monitor on-going progress of learners through pre- and post- assessments both formally and informally throughout the semester
- Evaluate teaching materials for effectiveness and appropriateness; adapt available materials to meet learner needs
- Maintain attendance records and other data, and generate accurate reports as required
- Design and/or implement supplementary materials as needed

#### **Knowledge and Qualifications:**

- Bachelor's degree in education or related field; Master's preferred
- Familiarity or previous work experience within the construction trades preferred
- 1-2 years of small group teaching experience
- Previous experience in adult education
- Previous experience with educational curricula and resources

- Ability to develop lesson plans that differentiate types of instruction
- Computer proficiency (word processing, data collection, spreadsheets, etc.)
- Excellent oral and written communication skills; strong customer service skills
- Ability to work as a member of the program team in a fast-paced environment
- Familiarity with the Racine area
- Experience working with disadvantaged populations
- Commitment to the mission and students of LSW

**Compensation:** Part-time, evening hours of 4pm to 8pm. The contract periods will run for two 16-week semesters per year. The hourly pay rate will range from \$23 to \$26 per hour. This position is not eligible for benefits.

**How to Apply:** Please visit [www.literacyservices.org](http://www.literacyservices.org) for full job description and application information. A complete application includes 1) a letter of interest, 2) a resume, 3) a list of three professional references. Applications should be sent via email to Steve Barron and will be accepted until the position is filled. Contact Steve Barron at [steve@literacyservices.org](mailto:steve@literacyservices.org) if you have questions.

Literacy Services of Wisconsin serves a socially and culturally diverse community. We strive to build a team of employees which is similarly rich in diversity. Literacy Services of Wisconsin is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin or any other protected status.