



## **Adult Education Instructor Job Description**

### **Mission**

Literacy Services of Wisconsin (LSW) partners with motivated adults to provide access to quality education and skills training so they can improve their lives, enrich their families, and strengthen our community.

### **Position Summary**

The Adult Education Instructor will be responsible for instructing and managing 6-8 classes at various correctional facilities in southeastern Wisconsin, such as the Milwaukee County Jail and Racine Youthful Offender Correctional Facility, as well as at various LSW sites in the Milwaukee area. Each class will occur twice a week and consist of at least 3 instructional hours per week. This full-time position requires evening availability and the ability to travel throughout Milwaukee and southeastern Wisconsin. In this dual-reporting role, the AE Instructor reports primarily to the Manager of Adult Education Programs (75%) while also reporting to the Manager of Community Corrections (25%) to ensure coordination of services across program areas.

This position is assigned to the Milwaukee County Jail women's unit. We are seeking an instructor who will be comfortable working in this environment and able to adhere to Jail policies regarding security and supervision of individuals in custody.

### **Primary Responsibilities**

- Provide varied, high-quality Adult Education instruction for adult learners
- Develop and deliver curricula aligned with LSW's AE programs
- Evaluate teaching materials for effectiveness and appropriateness; adapt available materials to meet learner needs or design supplementary materials to implement as needed
- Monitor ongoing progress of learners through pre- and post-assessments, both formally using the TABE and TABE CLAS-E national testing systems and informally throughout the semester
- Foster strong, professional working relationships with LSW, Milwaukee County Jail (MCJ), and Department of Corrections (DOC) staff, community partners, adult students, and other stakeholders through collaborative partnerships and clear, consistent communication
- Maintain attendance records and other data, and generate accurate reports as required using LSW's online database
- Promote services to other community-based organizations, social service agencies, and businesses
- Abide by procedures and protocols of each facility to ensure safety of students, staff, and officers
- Participate in site, program, and all-staff meetings, including an annual in-service and other organization-wide events as required
- Manage maintenance, cleanliness, and supplies of the classrooms
- Other duties as assigned

## **Knowledge and Qualifications**

- Bachelor's degree with a background in education or related field
- Previous experience in adult education and/or community-based client services
- Previous experience working with justice-involved populations
- Ability to develop lesson plans that differentiate types of instruction
- Highly organized and detail-oriented
- 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
- Ability to pass Department of Corrections background check
- Access to a vehicle and reliable transportation
- Commitment to the mission and students of LSW

**Compensation:** This is a full-time position of 40 hours per week, Monday through Friday, including some evenings. Rate of pay is \$21-\$24/hour depending on the applicant's experience. Benefits include generous paid time off (PTO), subsidized health insurance coverage, retirement plan, convenient free parking, and paid professional development opportunities.

**How to Apply:** A complete application includes 1) a letter of interest, 2) a resume, and 3) a list of three professional references. Applications should be sent via email to Bianca Johnson-Ortiz at [bjohnsonortiz@literacyservices.org](mailto:bjohnsonortiz@literacyservices.org) and will be accepted until the position is filled.

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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.