



Position Announcement **High School Equivalency Diploma for English Learners Program Instructor** **Part-Time**

Transferrable Skills: Lesson planning, teaching/tutoring/training, data tracking, interpersonal communication, presentation delivery, project management, group/event organizing, customer service

Transferable Experience: Classroom teacher, trainer, workshop facilitator, nonprofit/higher education administrator, college admissions/prep, social service worker, case manager

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 part-time High School Equivalency Diploma for English Learners (HSED-EL) instructor will be responsible for the overall success of the HSED-EL and for instructing and managing each unit of the HSED-EL course. The expected teaching load is 14-16 instructional hours per week, or 60-70% of the total weekly hours. Additional time for preparation, feedback, and data entry will be provided. The position requires innovative and creative approaches to instruction as well as elements of program design; learner-centered educational services; knowledge of best practices in working with English language learners; curriculum development and lesson planning specific to the areas of English language arts, science, math, and social studies; and recordkeeping and reporting on outcomes achieved.

The HSED-EL course occurs in-person at LSW's Central Milwaukee location, and the course schedule is Monday through Thursday, 9:00 a.m. until 1:00 p.m. When the HSED-EL is not in session, the instructor will be responsible for teaching general English language learning (ELL) courses at LSW sites and virtually. The HSED-EL instructor reports directly to the Manager of ELL Programs and works closely with the Manager of Adult Education Programs.

Primary Responsibilities

- Develop and deliver curricula contextualized for English language learners in language arts, science, math, and social studies
- 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
- Design and/or implement supplementary materials as needed
- Maintain attendance records and other data, and generate accurate reports as required
- 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 classroom(s)
- Other duties as assigned

Preferred 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 English language learners
- 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
- Access to reliable transportation
- Commitment to the mission and students of LSW

Compensation: This is a part-time position of 25 hours per week, Monday through Friday. Rate of pay is \$21-\$25/hour depending on the applicant's experience. Benefits include generous paid time off (PTO) and paid professional development opportunities.

How to Apply: Please visit www.literacyservices.org for full job description and application information. 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 Patrice Vnuk at PVnuk@literacyservices.org and will be accepted until the position is filled.

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.