

The Right Turn, Inc.

Job Title: Adult Education Instructor – Full-time or Part-time

Reports To: Adult Education & Literacy Program Director
Positions reporting to this position: none

Program Description: The purpose of the Adult Education and Literacy Program is to provide basic academic skills instruction to adults so they acquire the basic educational skills necessary for literate functioning and development. We are looking for the right person to provide educational training for adults who are working on getting their GED or learning English.

Position Purpose: Adult Education Instructor will work closely with the Adult Education & Literacy Program Director to provide one-on-one, small-group, and/or large-group instruction based on student goals and assessment data.

The position could be filled by two separate people, one having qualifications pertaining to teaching GED, the other with ESL qualifications.

The successful GED-instructor candidate will be able to prove competency in the GED curriculum areas by passing GED practice tests in each of the four subject areas: Reading & Writing/Reasoning Through Language Arts, Social Studies, Science, and Mathematical Reasoning.

The successful ESL-instructor candidate will have some degree of fluency in any language (this includes sign language, but not computer languages) other than English. Experience traveling or living abroad is also a plus.

The successful candidate will have a flexible schedule that includes the willingness to work some evening hours and possibly weekends.

The successful candidate will have the ability to build positive rapport with students and honor various learning styles. The successful candidate will agree to follow The Right Turn's confidentiality policy.

The successful candidate will acquire a full understanding of program policies and procedures by attending staff-development activities, reviewing publications and other materials provided by the State Department of Labor, and communicating with staff from the State Department of Labor and other program partners as needed to meet program objectives.

The successful candidate will participate in professional development by attending in-service, staff development meetings, the annual AEL Summer Summit, and other trainings as required.

The successful candidate will be willing to accept other duties as assigned from time to time or as the position grows in responsibilities.

Qualification Requirements

- Baccalaureate Degree from an accredited university is desirable but not required.
- Teaching Certificate is desirable but not required.
- Two years of teaching experience which may include paraprofessional, non-academic or related instruction is desirable but not required.
- Proficiency with both written and oral communication skills.
- Proficiency in Microsoft Office, Google Documents, and Zoom, or willingness to learn.
- Experience with English Language Learners is desirable but not required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

COMPENSATION:

Wage starts at \$19.00 per hour or higher depending on qualifications. This position is either full-time or part-time and may include company-paid retirement, life/dental insurance, paid holidays, and paid time off (PTO) benefits depending on the average hours worked.

TO APPLY:

Email cover letter and resume to: yvonne.taylor@maxwellstrat.com

Successful candidates must pass a background check.