

**AVANCE, INC.**  
**FAMILY LITERACY INSTRUCTOR**

REPORTS TO: Program Coordinator

EMPLOYEE STATUS: Exempt, F/T

# STAFF UNDER SUPERVISION: 1-2

LOCATION: El Paso

**BASIC PURPOSE:** This position is responsible for adult education including teaching ESL, bilingual/Spanish GED, some parenting, and computer skills in Even Start or similar family literacy program.

**JOB RESPONSIBILITIES**

1. Facilitates adult learning and develops lesson plans consistent with student educational goals and family literacy program goals.
2. Provides an encouraging and supportive learning environment recognizing student accomplishments and achievements.
3. Uses ESL curricula and integrates into lesson plans content related to parenting, civics and community, job readiness and employment, and other themes based on student interests and identified by students for class projects.
4. Uses adult basic education materials to teach bilingual/Spanish GED.
5. Introduces students to technology used in program and teaches basic computer skills.
6. Submits lesson plans to coordinator on a weekly basis or in compliance with program requirements.
7. Develops yearly parenting syllabus following AVANCE curriculum and studies, makes handouts for, and teaches parenting curricula in coordination with toymaker/home visitor.
8. Arranges for 3<sup>rd</sup>-hour community resource speakers and develops and implements in-class parent-child together activities in coordination with early childhood staff.
9. Directs, supervises, and evaluates toymaker/home visitor, adult ed teacher's aides, and any volunteers.
10. Plays a lead role with other staff in the recruitment of families and in the organization of special events and after-hours activities.
11. Maintains participant files and documentation including sign-in sheets, parenting lesson inventories, student data cards, and any other attendance and progress data required for evaluation purposes.
12. Administers assessments (BEST Plus, TABE, APQ, others as necessary) according to schedule and in compliance with state and program requirements.
13. Enters data into databases as necessary and in compliance with state and program requirements.
14. Assesses special needs of participants, provides information and informal counseling, and makes appropriate referrals in consultation with supervisor.
15. Maintains inventory of supplies and makes purchase requests to supervisor.
16. Prepares accurate and timely reports on services provided to parents.
17. Solicits donations, fundraising, and volunteerism as necessary.
18. Represents program to school personnel and others as requested.
19. Attends staff meeting, trainings, and special events.
20. Performs other duties as requested by supervisor or Executive Director.

**WORK EXPERIENCE**

Required: 2 years of teaching ESL/GED to adults.

Preferred: 3 years experience

**EDUCATION**

Required: Bachelor's degree in English, education, social work, or related field.

**SPECIAL SKILLS**

Fluency in English and Spanish, sensitivity to and commitment to working with hard-to-reach families, knowledge of public school system and community resources, organizing, planning, networking, documenting, public speaking, team building, verbal and written communication skills, and computer skills.