

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

REPORTS TO: Program Coordinator

EMPLOYEE STATUS: Exempt F/T

# STAFF UNDER SUPERVISION: 1-2

LOCATION: El Paso Area

**BASIC PURPOSE:** This position is responsible for teaching ESL and/or GED adult literacy in a 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, health, education about community resources, and other themes based on student interests and identified by students for class projects.
4. Introduces students to technology (computer, digital camera, scanner) used in program.
5. Submits lesson plans to coordinator on a weekly basis or in compliance with program requirements.
6. Arranges for community resource speakers and implements in-class parent-child together activities in coordination with parent educator and lead child teacher.
7. Utilizes teacher's aides and volunteers when available.
8. Participates in the planning and implementation of special events and after-hours activities.
9. Maintains participant files and documentation including sign-in sheets, student data cards, student portfolios, and any other attendance and progress data required for evaluation purposes.
10. Administers assessments (BEST Plus, TABE, others as necessary) according to schedule and in compliance with requirements.
11. Assesses special needs of participants, provides information and informal counseling, and makes appropriate referrals in consultation with supervisor.
12. Maintains inventory of supplies and makes purchase requests to supervisor.
13. Prepares accurate and timely reports on services provided to parents as requested.
14. Represents program to host site personnel and others as requested.
15. Attends staff meetings, trainings, and special events as arranged.

**WORK EXPERIENCE**

Required: 2 years of teaching adults ESL, parenting, GED, or computer literacy.

Preferred: 3 years experience

**EDUCATION**

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

**SPECIAL SKILLS**

Fluency in reading, writing, and speaking English, knowledge of Spanish desirable; sensitivity to and commitment to working with hard-to-reach families and knowledge of community resources; organizing, planning, networking, documenting, communication, and computer skills.