

William & Mary School of Education
301 Monticello Ave., PO Box 8795, Williamsburg, VA 23187
757-221-3325
www.literacyforlife.org

Literacy for Life Position Description
Instructor and Assessment Coordinator

Literacy for Life is seeking an instructor and assessment coordinator at Literacy for Life's new office at Peninsula Workforce Development Center, 600 Butler Farm Road, Hampton. As an independent 501(c)3 organization, Literacy for Life empowers adults by building foundational skills for success in life and work. Literacy for Life provides professional instruction and volunteer tutoring in reading, writing, math, English language, citizenship, computer skills, high school completion (GED and NEDP), health literacy, workplace readiness, and preparation for post-secondary programs. Upon entering the program, individuals complete a pre-assessment to determine their needs. They attend classes and/or are matched with a tutor. After a period of receiving instruction, participants take a post-assessment to measure educational gains.

The ideal candidate will have strong organizational skills and be able to collaborate and communicate well with other staff members to ensure goals and responsibilities are met. Working with adult learners who face barriers such as lack of English, transportation, childcare, and work schedules requires a flexible, problem-solving attitude.

Duties:

- Prepare and teach in-person and/or online
- Teach English as a Second Language and phonics-based reading classes
- Work in conjunction with the Manager in choosing materials and supplement curricula with activities to engage adult learners
- Identify learners eligible for post-assessing
- Set up and proctor assessments
- Conduct intakes and practice tests
- Ensure accurate and complete results are shared with the Data Manager
- Maintain and report accurate learner attendance
- Contact and schedule learners for new classes
- Help with goal reviews and as needed
- Complete 6-12 hours of professional development each Fiscal Year
- Other duties as assigned

Qualifications:

- College degree required and MATESOL or equivalent preferred
- Experienced in adult education and detailed lesson planning
- Must be a team player, detail oriented, and a self-starter
- Willing to teach evening classes when needed
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook and Zoom

Please send cover letter and resume to Jason Thornton at jthornton@wm.edu