

**Britepaths**  
**Financial Empowerment Center**  
**JOB DESCRIPTION - 2020**

Position Title: Adult Basic Education Instructor  
Reports to: Workforce Development Program Manager; FEC Director  
Job location: Westford Housing Community Center, Alexandria, VA or Lorton Community Action Center, Lorton, VA  
Job Status: Hourly, 30hrs/wk, approximately 38 weeks per year

**Job Description**

Responsible for teaching three 8-week Adult Basic Education cohorts using instructional methods geared toward the adult learner in a classroom setting. These adult learners will be pursuing vocational training in healthcare. The Instructor will be responsible for adapting the curriculum to meet requirements of this program, incorporating learning needs of culturally diverse and multi-skill level students. The curriculum is contextualized for healthcare careers and aimed at high level intermediary learners. The primary goal of this curriculum is to prepare adult learners for success in healthcare careers and to pass requisite training program to ultimately obtain certification. The Instructor is responsible for pre/post class tasks and three 8 week instruction periods. There will be a significant decrease in hours during breaks between cohorts. Classes will run M-F, 9am-1pm, with office hours daily 1pm -2:00pm. The dates for the two spring cohorts are February 3, 2020- March 27, 2020 at Lorton Community Action Center and April 14, 2020 – June 5, 2020 at Westford Community Center, Alexandria, VA. Additional cohorts yet to be determined, but may operate approximately September – November, 2020 and February – May 2021. All Britepaths employees are required to pass a background check.

**Requirements of Position:**

A minimum of 2 years of experience educating high school students and/or adults. Excellent presentation, verbal and written skills. Experience in working with individuals with learning disabilities preferred. Must enjoy working with and inspiring people to learn. Retired teachers encouraged to apply.

**Work Activities:**

- Responsible for teaching basic reading, writing, math and soft skills training to adults.
- Adapts an existing curriculum that is contextualized for healthcare to serve the needs of these adult learners.
- Plans and prepares relevant and practical class lessons and monitors students' performances.
- Implements a variety of instructional delivery methods, that include group or individualized instruction as well as computer programs that help students make learning gains. Relies on experience and judgment to plan and accomplish goals.
- Provides activities and encouragement in career exploration and skills assessments; resume completion.

- Assists with completion of WIOA eligibility paperwork.
- Creates a climate that encourages and supports learning.
- Completes and maintains appropriate student registration, attendance, and assessment records, and ensures timely submission of data to program manager.
- Responsible for effective classroom management that enhances student learning.

**Knowledge, Skills and Abilities:**

- Knowledge of adult learner and alternative educational methods and have the ability to apply these methods for adult and multi-cultural students.
- Ability to teach students of diverse abilities and backgrounds and overcome barriers to success in a multi-level class.
- Ability to build a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Ability to relate well to different groups of students of different ages and ability levels.
- Must be computer literate.
- Must have good classroom management skills.
- Must have a strong desire to work with people from a broad range of backgrounds.
- Team-player who can collaborate with colleagues.
- Participate in curriculum development.
- Attend staff meetings and bi-monthly meetings with program managers
- Possess excellent communication and organizational skills.
- Enthusiasm for the subject material that will foster a love of learning by students.

**Qualifications**

- Bachelor's degree, preferably in human services or education; Special Education and ESOL preferred.
- Must have experience teaching employment readiness skills.
- Preferred experience in teaching remedial subjects like on the job math, reading comprehension, and writing.
- Must be comfortable using computer software programs.