

Chicago Commons ETC Program
Job Description
JOB TITLE: ABE/ASE Instructor

EXEMPT: Yes
SALARY LEVEL: Based on Experience
RANGE:
EVALUATION DATE:
REPORTS TO: Program Manager

TITLE CODE:
DIVISION: Adult Education
DEPARTMENT: ETC Program
LOCATION: 3441 West Chicago Avenue
SHIFT: N/A

***This job description supersedes any pre-existing job description for this position.**

SECTION I

SUMMARY:

The primary role of the ABE/ASE instructor is to assist adult learners in developing their reading, writing and math skills so that they may sit for the GED exam and obtain employment. To carry out this role, the ABE/ASE instructor develops lesson plans and curricula, monitors and documents student progress, conducts student conferences, and participates in program and professional development activities.

SECTION II

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. The company reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.

Major Responsibilities:

1. Teach pre-GED and GED course
2. Develop lesson plans and curriculum for daily classes
3. Assign and monitor student homework
4. Conduct standardized progress testing and conduct alternative progress assessment as required
5. Maintain student records as required
6. Periodically assess instructional materials for their effectiveness. Make recommendations for continuous program improvement. Periodically survey student satisfaction levels with regard to program structure, instructional materials and approaches, support services, and educational/employment planning activities.
7. Attend program development meetings, teachers' meetings and professional development workshops, conferences and in-services
8. Collaborate with other staff and departments to ensure students' needs and goals are met

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak English, specifically, to communicate both in person and over the telephone. The employee must regularly be able to read English proficiently. The employee must regularly operate a word-processing system and therefore must be able to read, produce and transmit data on such a system. The employee frequently is required to stand, walk, reach with hands and arms, and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 5 pounds. Specific vision requirements include the ability to see at close range.

WORK ENVIRONMENT:

There are no unusual environmental conditions. The noise level in the ETC office environment is moderately quiet. Also, reasonable accommodation may be made to enable individuals with disabilities to perform the essential function of the job.

SECTION III

MAJOR CHALLENGES: Describe the most difficult types of problems or challenges you face in your job. Be sure to mention the role-played in special projects and any impending future developments that could impact this position.

SECTION IV

WORKING RELATIONSHIPS: List the titles of individuals, components and organizations with which you have the most frequent contact. This should include contacts both inside and outside the company. Briefly describe the nature or purpose of those contacts and mention the role-played on any committees by this position.

<u>Most Frequent Contacts</u>	<u>Name or Purpose of Contact</u>
-------------------------------	-----------------------------------

SECTION V

DECISION MAKING AUTHORITY: As it relates to working out job related problems encountered. To ensure the work is being done effectively and efficiently.

SECTION VI

QUALIFICATIONS AND REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Bachelor's or Master's degree in adult education or related area; previous teaching experience a plus.
- Ability to develop lesson plans and curricula with consideration of different adult learning styles, interests and needs.
- Experience with low-income, educationally-disadvantaged adults a plus
- Ability to manage classroom effectively; well-organized in monitoring and documenting student progress
- Ability to collaborate and communicate effectively with others.

EMPLOYEE SIGNATURE:

DATE:

MANAGER SIGNATURE:

DATE:

HUMAN RESOURCES SIGNATURE:

DATE: