



<b>Job Title:</b>	School-based Family Literacy Lead Teacher	<b>Job Category:</b>	Programs
<b>Department/Group:</b>	Education/Training	<b>Job Code/ Req#:</b>	300
<b>Locations:</b>	Aurora Public Schools Elkhart Elementary	<b>Travel Required:</b>	This position requires the teacher to have reliable transportation.
<b>Level/Salary Range:</b>	Starting Salary \$32,000+ with benefits	<b>Position Type:</b>	Full-time: Working days and hours correspond to the appropriate teacher calendars for the Aurora Public Schools.
<b>Reports to:</b>	Program Manager, Family Literacy	<b>Date Posted:</b>	Positions to start as soon as possible.

**Posting URL:** [www.thelearningsource.org](http://www.thelearningsource.org)  
**Send Resume to:** [harry@thelearningsource.org](mailto:harry@thelearningsource.org)

**Job Description**

**ROLE AND RESPONSIBILITIES**

The Learning Source is seeking applicants for Family Literacy Lead Teacher positions in the Aurora Public Schools District. The successful applicant oversees general management of the learning center and is responsible for adult student assessment (CASAS and TABE) placement and instruction, as well as general volunteer management. The teacher also provides parenting workshops and coordinates PACT (parent and child together) and Two-generation activities in coordination with the school staff. Adult instruction will be a combination of English language and/or adult basic education/career skills preparation.

- Teach English language and/or ABE plus career skills preparation to parents of school-aged children in an elementary school setting.
- Provide guidance to volunteers regarding curriculum, teaching methods, materials.
- Perform record-keeping and reporting responsibilities using computer-based program.
- Attend workshops, training and in-services as indicated by the Program Manger.
- Help foster an encouraging and supportive environment for volunteers by providing guidance in curriculum selection and teaching methods, as well as regularly responding to tutor concerns and needs.
- Provide parenting workshops to adults enrolled in the program.
- Coordinate and oversee PACT time in elementary classrooms.
- Encourage Two-generation activities between parents and children in the schools.
- Assist with parent involvement during school events.
- Supervise Child Care Providers and Volunteers



#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bilingual skills (Spanish) preferred
- College degree in education, liberal arts or related field.
- CDE Adult Basic Education authorization (ABEA) completed or in progress.
- Experience teaching English language and/or adult basic education/career skills preparation to adults.
- Experience working in a four-component family literacy program preferred.
- Knowledge of adult education theory, including English language instruction
- Understanding of standard education assessment tools.
- Supervisory skills in staff/student/tutor relations.
- Knowledge of family literacy practices.

#### **ADDITIONAL NOTES**

*The Learning Source is a non-profit organization founded in 1964 to enable adults the opportunity to pursue educational goals. Volunteer tutors, in locations throughout the Denver metro area, provide instruction in basic literacy, GED, ESOL, and Family Literacy. The Learning Source is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. The Learning Source does not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, veteran status, sexual orientation or any other status protected by state or local law.*