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| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | HSE Instructor                                                           | <b>Job Category:</b>                                                                                          | Programs                                                               |
| <b>Department/Group:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Education/Training                                                       | <b>Job Code/ Req#:</b>                                                                                        | 300                                                                    |
| <b>Location:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 929 29 <sup>th</sup> St. Denver, 80205                                   | <b>Travel Required:</b>                                                                                       | None                                                                   |
| <b>Level/Salary Range:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$26/hr                                                                  | <b>Position Type:</b>                                                                                         | Part-time, 6-8 hours per week,<br>Hybrid class meets Thursday evenings |
| <b>HR Contact:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <a href="mailto:hr@thelearningsource.org">hr@thelearningsource.org</a>   | <b>Date Posted:</b>                                                                                           | 10/7/2022                                                              |
| <b>Posting URL:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <a href="http://www.thelearningsource.org">www.thelearningsource.org</a> |                                                                                                               |                                                                        |
| <b>Applications Accepted By:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                          |                                                                                                               |                                                                        |
| <b>Fax or Email:</b><br><a href="mailto:hr@thelearningsource.org">hr@thelearningsource.org</a><br>Subject Line: HSE Instructor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                          | <b>Mail:</b><br>The Learning Source<br>Human Resources<br>777 S. Wadsworth Blvd. #2-200<br>Lakewood, CO 80226 |                                                                        |
| <b>Job Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                          |                                                                                                               |                                                                        |
| <p><b>Role and Responsibilities</b></p> <p>This position provides direct instruction for adult learners preparing for their High School Equivalency/GED exams. The instructor oversees a hybrid, multilevel class, that meets Thursday evenings from 5:30 – 8:30 pm and works asynchronously the rest of the week. Additional duties include tracking student attendance and progress through the Aztec platform, administering standardized assessments, working with classroom volunteers, and participating in professional development or meetings, as assigned.</p> <ul style="list-style-type: none"> <li>• Provide direct instruction and 1:1 tutoring one evening a week to students preparing for their High School Equivalency exams utilizing the Aztec platform and Adult Basic Education curricula.</li> <li>• Assist students in creating individualized education plans that meet their learning needs and goals.</li> <li>• Strive for 75% or better retention, maintain good communication with students and collaborate with Denver Site Coordinator on student progress.</li> <li>• Work toward requirement of 40% of all learners achieving a skill level gain measured from pre-test to post-test.</li> <li>• Engage students with a range of skill levels using a variety of proven teaching skills and motivation strategies while meeting the needs of individual learning styles.</li> <li>• Administer a variety of formative assessments and solicit regular student feedback to monitor student learning.</li> <li>• Assist with orientation and pre-and post-testing students using TABE assessment.</li> <li>• Oversee volunteer tutors and provide assistance regarding curriculum, teaching methods, and materials.</li> <li>• Monitor time spent and progress on asynchronous learning in the online Aztec platform.</li> <li>• Perform daily record-keeping and data reporting responsibilities to The Learning Source. Track student progress, attendance, and outcomes.</li> <li>• Attend Professional Development trainings, workshops, and required team meetings as assigned by The Learning Source.</li> </ul> <p><b>Qualifications and Education Requirements</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree in education or related field</li> <li>• Experience teaching adults and learners with diverse needs.</li> </ul> |                                                                          |                                                                                                               |                                                                        |



- Experience with secondary education content/High School Equivalency exams
- Knowledge of education assessment tools – TABE experience preferred.
- Understanding of group instruction principles and classroom management.
- Experience working with culturally and economically diverse communities and/or historically underserved populations.
- Experience working with volunteers.

**Preferred Skills**

- Adult Basic Education Authorization, or ability to obtain within three years.
- Knowledge of Adult Education Theory.
- Experience tracking student progress and educational growth.
- Lifelong learner and self-starter committed to continuous program improvement and student outcomes.
- Collaborative and professional team member.

**Additional Notes**

- Position open until filled

**Mission:** The Learning Source promotes and provides educational opportunities through collaborative partnerships for adults and families to support their future achievements. Since 1964, The Learning Source has supported adult learners with barriers to education to pursue their educational and career goals.

*The Learning Source provides equal employment to all qualified persons without regard to race, color, religion, sex, age, national origin, disability, or veteran status. This opportunity is extended to all individuals who are qualified for positions by virtue of job-related standards of education, training, experience and personal abilities.*