



<b>Job Title:</b>	HSE Reading & Language Arts Instructor	<b>Job Category:</b>	Programs
<b>Department/Group:</b>	Education / Training	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Front Range Community College 4616 S. Shields, Fort Collins, CO	<b>Travel Required:</b>	Some travel required for training / professional development.
<b>Level/Salary Range:</b>	\$40,000-44,000	<b>Position Type:</b>	Full-time, 4 days and 2 evenings
<b>Reports to:</b>	Lauren Pellow, Program Manager	<b>Date Posted:</b>	
<b>Posting URL:</b>	www.thelearningsource.org		
<b>Applications Accepted By:</b>			
<b>FAX OR EMAIL:</b> <a href="mailto:HR@thelearningsource.org">HR@thelearningsource.org</a> Subject Line: HSE Instructor Application – Ft Collins		<b>MAIL:</b> The Learning Source Human Resources 8790 W. Colfax Ave. #109 Lakewood, CO 80215	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<p>This position provides direct instruction to prepare adult students for the reading, language arts, social studies, and science sub-tests on the GED and HiSET high school equivalency (HSE) exams. Classes are 1.5 hours in length. Two levels of daytime classes Monday-Thursday, and two levels of evening classes Monday and Wednesday make up 18 contact teaching hours per week with 9 hours of preparation time. Staff meetings and professional development take on average 2 hours per week. Additional duties include tracking student attendance and progress and entering hours into the state database system weekly, post-testing at the end of each semester, supervising classroom volunteers, and tutoring as needed.</p> <p>Job duties:</p> <ul style="list-style-type: none"> <li>○ Plan and deliver lessons using approved textbooks and materials.</li> <li>○ Employ multi-sensory teaching techniques and vary student groupings.</li> <li>○ Administer formative assessments.</li> <li>○ Work with office staff to post-test students after 40 hours of instruction.</li> <li>○ Strive for 38% of learners to achieve a level gain on a post-test as required by grant.</li> <li>○ Track student attendance daily and record in the state database system weekly.</li> <li>○ Complete training and administer standardized tests to students.</li> <li>○ Work with the Program Manager when a student does not make expected gains.</li> <li>○ Utilize volunteer tutors or classroom aides as needed to meet students' needs.</li> <li>○ Conduct goal-setting activities with students; involve them in tracking their progress.</li> </ul>			



- Solicit regular student feedback on class content and learning activities.
- Contact absent students to encourage persistence and improve retention.
- Notify office staff of changes in student status, e.g. drops, movement to another class, intention to leave program, or other change.
- Attend scheduled staff meetings.
- Help plan and participate in student recognition and other program events.
- Participate in at least eight hours of professional development (PD) each year.
- Check e-mail regularly to facilitate communication.

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

- Bachelor's Degree in education or related field
- Experience teaching reading, writing, English, social studies, or science
- Adult Basic Education Authorization or willingness to earn this credential within three years of hire

#### **PREFERRED QUALIFICATIONS**

- Experience teaching adult basic education and/or high school equivalency preparation
- Experience with Lindamood-Bell Learning Processes or similar multisensory reading instruction
- Experience working with students who have learning differences or disabilities

#### **ADDITIONAL NOTES**

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