



Job Title:	Site Coordinator & Instructor	Job Category:	Programs
Department/Group:	Education	Job Code/ Req#:	300
Location:	Rural Resort Workforce Region – Central Mountain Area	Travel Required:	Weekly
Level/Salary Range:	\$40,000 - \$45,000 DOE	Position Type:	Full-time
HR Contact:	HR@thelearningsource.org	Date Posted:	9/21/2020
Posting URL:	www.thelearningsource.org		
Applications Accepted By:			
FAX OR EMAIL: HR@thelearningsource.org Subject Line: Site Coordinator – Rural Resort		MAIL: The Learning Source Human Resources 8790 W. Colfax Ave. #109 Lakewood, CO 80215	
Position Description			
<p>The Learning Source Site Coordinator will be responsible for program coordination and instruction in the Rural Resort Workforce Region. This is a new program and position with The Learning Source. The Site Coordinator will assist with new partnership and program development, as well as instruction of High School Equivalency (GED) and/or English Language Acquisition classes in partnership with other local organizations. Successful candidates include self-starters who are organized, efficient and committed to continuous program improvement.</p> <p>Programming will start remote/online and eventually move to in-person. Daytime and evening instructional hours required.</p>			
Job Description			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Implement curriculum tailored to building literacy and numeracy skills in preparation for the High School Equivalency exam or increasing English Language proficiency • Coordinate enrollment, assessment, and placement of adult learners each semester • Provide direct instruction and 1:1 tutoring for both HSE and ESL learners in both a remote (online), hybrid or in-person format • Engage students across a broad range of skill levels using a variety of proven teaching skills and motivation strategies while meeting the needs of individual learning styles. • Assess students' skill level and educational history and create individualized education plans that meet their learning needs and fit in with their career goals. Refer students to Success Coach for additional support as needed • Develop program collateral and outreach materials with support from administrative and marketing team 			



- Attend community events and help foster community partnerships to increase outreach and recruitment for program
- Work with volunteer tutors and provide assistance with curriculum, teaching methods, and materials
- Perform daily record-keeping and data reporting responsibilities to The Learning Source. Develop forms, processes, and procedures to track student progress, attendance, and outcomes
- Attend Professional Development trainings and workshops as assigned by The Learning Source
- Other duties as assigned

JOB QUALIFICATIONS

- Bachelor's degree in education or related field
- Experience teaching adults and learners with diverse needs – both in-person and online teaching experience preferred
- Understanding of group instruction principles and classroom management
- Knowledge of the High School Equivalency exams and principles of language learning
- Adult Basic Education Authorization or willingness to obtain within three years
- Experience in program coordination and curriculum development
- Experience with education assessment tools – TABE and CASAS experience preferred
- Experience managing data and tracking program outcomes
- Experience supervising volunteers
- Lifelong learner and self-starter committed to continuous program improvement and student outcomes
- Flexible, a team player with a commitment to personal and professional accountability
- Results driven with strong critical thinking skills
- Strong organizational skills
- Ability to lift 20 lbs.
- Must have reliable transportation

ADDITIONAL NOTES

- Position open until filled

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.