



## FULL TIME INSTRUCTOR JOB DESCRIPTION

<b>Job Title:</b> Full Time Instructor	<b>Department:</b> ABE
<b>Reports to:</b> Lead Instructor	<b>Job status:</b> Exempt

### JOB SUMMARY

ABE Full-Time Instructors work with the ABE instructional team to prepare and execute instruction of students. This person can expect to prepare lessons, instruct students, collaborate with staff, contact students regarding progress, and record data. They should be an engaging instructor who uses performance data to inform instructional decisions, willing to work with a team to accomplish program goals, and conscientious about keeping and recording accurate records. They are responsible for ensuring an educational atmosphere where adult students have the opportunity to fulfill their academic and career goals by earning a High School Equivalency (HSE) Diploma and/or growing their basic skills in Math, Language, Science, Social Studies, and Reading, as demonstrated by progressing through the six Educational Functioning Levels defined by the National Reporting System (NRS).

To be a successful ABE Full- Time Instructor, you should have an understanding of data based instruction, strong understanding Basic Adult Education, ability to relate and build rapport with people of diverse backgrounds, and proficiency with computers and software, such as G Suite, Google Classroom, and Promethean Boards. They should be reliable, professional, and have excellent interpersonal skills. They should also be able to differentiate instruction based on student data and needs, and integrate skills and content to deliver cohesive integrated lessons.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Instruction

- Plan and execute instruction to empower students to progress in academic and career goals.
- Communicate pre and post-test data.
- Review pretest and post-test data to target student skill deficiencies to enable students to make measurable skills gains.
- Prepare engaging, differentiated lessons based on student data, that incorporate all learning modalities.
- Provide instruction for both virtual and in person classes.
- Be familiar with various Adult Education testing platforms and requirements.
- Work with administration and student coordinators for student recruitment, outreach, and retention efforts.
- Reach out to students who have not been attending class to identify and address barriers.

## Data and Records

- Maintain and enter accurate attendance records.
- Document student contact and advising sessions.
- Track student progress through Jobs4TN and the HopeWorks Google sheets.
- Meet state mandated participation and measurable skills gain (MSG) goals.
- Be familiar with various Adult Education testing platforms and requirements.

## General Operations

- Lead by example, promoting positive communication, teamwork, and professionalism.
- Display effective multitasking and time management skills.
- Provide office coverage, customer service and assist with student registrations, class assignment, attendance reports, and student goals.
- Promote ABE program through interaction with students and prospective students.
- Support other staff as a member of the ABE team.
- Refer students to other HopeWorks programs as need arises.
- Other assigned Duties as requested.

## EDUCATION & RELATED WORK EXPERIENCE

**Education Level:**  
(minimum & preferred educational requirements necessary to perform this job successfully)

- Bachelor's Degree in Education or related field
- Tennessee Teacher's License or approved waiver

**Years of Related Work Experience :**  
(minimum & preferred related work experience necessary perform this job successfully)

2-3 years related experience required.  
Experience in Adult Education preferred.

## REQUIRED SKILLS AND KNOWLEDGE

	REQUIRED	PREFERRED
Experience in Adult Education		X
Experience working with a team to achieve outcomes		X
A strong command of computer skills (G-Suite, Google Classroom, ZOOM, MS Word, Excel, and PowerPoint) is required	X	
Meticulous attention to recording and reporting accurate records/ data	X	
A strong, proven ability to analyze student data and plan and execute lessons accordingly	X	
Strong organizational and time management skills	X	
Able to work a flexible schedule (must be available to work at least 2 evenings per week).	X	
Able to travel to satellite locations	X	
Participate in local and state activities and professional development	X	

Excellent interpersonal skills demonstrating an ability to establish a positive relationship with staff, community volunteers, donors, etc.	<b>X</b>	
Demonstrated ability to meet deadlines	<b>X</b>	
Strong written and verbal communication skills	<b>X</b>	
Demonstrated ability to work under pressure	<b>X</b>	
Must be able to answer to multiple demands from multiple directions simultaneously in a strength based manner	<b>X</b>	
Able to prioritize matters of significance, and make decisions accordingly	<b>X</b>	
Deals with confidential information on a daily basis and must respect the nature of the data.	<b>X</b>	
Problem Solving Skills	<b>X</b>	

**WORK ENVIRONMENT/PHYSICAL REQUIREMENTS**

**(Describe any specific workplace conditions and/or physical abilities that are related to and/or required by this job)**

Able to Remain in a stationary position, often standing or sitting for prolonged periods. Able to work with distracting noise levels, such as from students and office equipment.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

**ACKNOWLEDGEMENTS**

**Creation Date:** February 2, 2021

**Revision Date:**

**Supervisor: I have approved this job description and reviewed with my employee.**

Signature:

Date:

**Employee: I have reviewed this job description with my supervisor and acknowledge receipt.**

Signature:

Date:

**Human Resources:**

Signature:

Date: