



## JOB DESCRIPTION

<b>Job Title:</b> Site Lead	<b>Department:</b> ABE
<b>Reports to:</b> ABE Assistant Director	<b>Job status:</b> Exempt

### JOB SUMMARY

The Adult Basic Education (ABE) Site Lead works with the ABE instructional team to prepare and execute instruction of students. This person can expect to prepare lessons, instruct students, collaborate with staff, manage sites and their team's teachers, contact students regarding progress, hold advising sessions for ABE students, record and verify accuracy of 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 helping students progress in 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) (as evidenced by achieving measurable skills gains).

The Adult Basic Education Site Lead should have an understanding of data based instruction and the ability to relate and build rapport with people of diverse backgrounds. Instructional duties include, but are not limited to direct teaching, analyzing data, placing students according to their data, managing a team of instructors, administering assessments, counseling students, and other instructional activities involving working directly with the students and teachers as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Instruction

- Plan and execute instruction to empower students to progress in academic and career goals
- Review pretest and post-test data to target student skill deficiencies to enable students to make measurable skills gains
- Prepare engaging lessons 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
- Manage site and supervise the site's staff

## Data and Records

- Analyze student and team data
- Utilize student data to guide and manage your team's performance
- Place all students in the appropriate class based on individual data
- Meet state-mandated MSG goals
- Maintain and enter accurate attendance records
- Document student contact and advising sessions
- Track student progress through Jobs4TN

## General Operations

- Perform site lead functions as assigned
- As a member of the leadership team lead by example, promoting positive communication, teamwork and professionalism
- Supervise full and part-time instructors
- Support other staff as a member of the ABE team
- Promote ABE program through interaction with students and prospective students.
- Refer students to other HopeWorks programs as need arises
- Ability to work independently with little direct supervision
- Accept responsibility and be self-motivated
- Display effective multitasking and time management skills
- Provide office coverage, customer service and assist with student registrations, class assignment, attendance reports, and student goals
- Perform other duties as assigned

## 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)**

3-5 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	<b>X</b>	
Strong organizational and time management skills	<b>X</b>	
Able to work a flexible schedule (must be available to work at least 2 evenings per week).	<b>X</b>	
Able to travel to satellite locations	<b>X</b>	
Participate in local and state activities and professional development	<b>X</b>	
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:

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: