



STAR Adult Literacy is hiring!

Position: English as a Second Language (ESL) Instructional Support

Send cover letter and resume to rlandryroe17@gmail.com by 4/16/2019

Job Summary

To facilitate instruction of adult students learning English as a second language at or below SPL 7 and provide instructional support to volunteer tutors through the Secretary of State (SOS) Adult Volunteer Literacy Grant. This includes student pre- and post-testing, providing volunteer tutor training, assisting with tutor/student placement, maintaining volunteer and student records, and providing appropriate instructional materials and support to volunteer tutors and students.

Responsibilities and Duties

- Pre and post-test students as required throughout the school year using the CASAS, BEST or TABE -E test.
- Assist with training, placement and in-service for volunteer tutors.
- Provide instructional support for volunteer tutors in selecting appropriate materials, lesson planning and addressing other instructional or student concerns as needed
- Distribute, maintain and assist with the selection of student instructional materials at tutoring sites.
- Maintain accurate student records and oversee student portfolios at assigned instructional sites
- Facilitate collection of student and volunteer tutor attendance and data.
- Monitor student/tutor matches and report concerns to literacy coordinators
- Attend training and workshops relevant to the position.
- Perform other duties as requested by Literacy Coordinators

Qualifications and Skills

BA in Education or Adult Education required. Experience in ESL, adult literacy and/or volunteer management preferred.

Job Type: Part-time -Contract

