



ADULT BASIC EDUCATION TEACHER (P/T)

Classroom Reading Teacher for Adult Learners

The READ Center provides literacy education to adults in the Greater Richmond region through classroom instruction and one-to-one tutoring. Students are 18 years of age and older and reside mainly in Richmond, Chesterfield and Henrico. Instruction includes reading, writing, math, and digital literacy skills for individuals who are reading at or below a third grade equivalent level.

The READ Center is hiring an experienced Adult Basic Education teacher (ABE) (P/T) to instruct adults with low-level literacy skills (reading at or below a third grade level.) The teacher will also guide, coach, and support trained volunteer tutors assigned to assist adult learners. Applicants for this position should possess patience, flexibility, compassion, curiosity and fun.

Each class occurs 2x/week for 2 hours per class year-round (over three semesters with breaks between).

Class times and location options:

Monday and Wednesday, 6:30-8:30pm at The READ Center, 5211 W. Broad St. Ste 102, Richmond, VA 23230.

General Description and Focus:

Classes are taught to appeal to a variety of learning styles and usually include whole class to small-groups, and one-to-one instruction. Because adult learners are often at different reading skill levels, students' skills are assessed beforehand. These assessments, along with the classroom teacher's observations, are used to develop an individualized education plan for each student. Teachers are expected to evaluate students periodically to determine instructional and goal attainment progress and potential for advancement to the next level, and/or an adjustment in the student's instructional plan.

Curriculum includes use of Wilson phonics program (training provided), basic math, writing, basic digital skills.

Primary Responsibilities

- Adapt teaching methods and instructional materials to meet students' varying needs, abilities, and interests.
- Diligently work to build a relationship with each adult learner that will allow the teacher to help the student establish individual goals as well as build confidence as a reader.
- Supervise volunteer classroom tutors, making certain to involve them in small group instructions of adult learners
- Observe and evaluate students' work with tutors to determine progress and make suggestions of resources, materials, and appropriate approaches.
- Prepare materials and classrooms for all lessons and activities.
- Submit weekly lesson plans that outline clear objectives and strategy for meeting READ Center scope of service focus areas (reading, writing, basic math, and digital skills).
- Solicit student goals and track progress each semester to submit to the central office.



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- Post-test current students after 40-60 hours of classroom instruction using CASAS GOALS assessments (training provided.)
- Maintain and complete accurate weekly student attendance records ensuring bi-monthly posting to the internet-based attendance system (LACES).
- Follow current research in the fields of reading instruction and adult basic education that should inform the teacher's practices in the classroom.
- Participate in ongoing professional development - 10 hours per year are paid.
- Ensure volunteer tutors understand the process for supporting Wilson Curriculum.

Minimum Qualifications

- Degree from accredited college or university in education; or a valid teaching license with one of the following endorsements: elementary education, secondary english, reading specialist or special education; or a minimum of 2-years of adult basic education teaching experience.
- Must be available to attend six annual staff meetings (Friday evenings).
- Must be self-motivated and demonstrate a commitment and ability to serve a diverse community.
- Ability to manage and maintain a professional classroom, providing instruction to adult participants whose basic skills range from the pre-1st grade to third grade level.
- Technology: possess working skills in the use of Microsoft Word, Google Suite a plus, communicate via email and video platforms, e.g. Zoom or Google Meet.
- Experience using Wilson curriculum is a plus.

General Definition and Conditions of Work:

Work requires frequent standing, sitting for sustained periods of time, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

Salary: \$30 per instructional hour and one hour of paid planning time per class.

How to apply: Please send **both** a resume and cover letter to frontdesk@readcenter.org by Friday, April 19, 2024. No phone calls please.

Website: <http://readcenter.org/>

Classifications: Teacher, Education

The READ Center is committed to diversity and inclusion in the workplace and provides consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, or protected veteran status.