Adult Digital Literacy Instructor

Overview:

The mission of the Washington Literacy Center is to raise the literacy level of adults in Washington, D.C. so they may function on the job, in the family and in society. Our goal is to accomplish this mission by providing students with direct instruction in reading, writing, mathematics and workforce so learners can enter a GED program, job-training program, or obtain or improve employment. Since 1963 the Washington Literacy Center has served over 5,000 DC adults with low literacy skills. The Washington Literacy Center was founded by DC area residents who came together out of a sheer need to support adults who needed assistance in improving their skills to increase their workforce readiness skills and to earn a GED. Consequently, it is well documented that adults with low literacy skills face multiple barriers which include barriers – completing their education, obtaining and maintain a livable wage job, and remaining out of poverty.

Salary

- $25.00 per hour/Part-Time

Full Job Description

Objective: Provide learners with structured lessons, exercises, learning activities and experiences designed to support students in meeting their digital literacy goals. Instructors will work with students to develop competencies and skills to function successfully in society.

Responsibilities: The instructor will assist learners in improving their digital literacy goals in a classroom setting for students assigned to the instructor. Instructors are responsible for attending professional development, collecting data, and providing feedback to the students and WLC leadership.

Job Duties:

Advisory

1. Observes learners in the classroom and provides timely feedback.
2. Provides ongoing assessments of digital literacy needs; writes and modifies the lesson plans as needed; maintains student achievement records.
3. Diagnose learners and collaborates in planning research-based instructional strategies.
4. Consults with other content teachers and learners and advise on strategies and activities that will enhance students' digital literacy skills.
5. Assists in the selection of appropriate materials utilized by the classroom teacher for corrective measures.

6. Provides demonstrations of new digital literacy methods and academic materials (i. e. team teaching)
7. Interprets and disseminates assessment results to students.

Foundational Computer Literacy Skills

1. Diagnoses, assesses, prescribes, and evaluates the digital literacy needs of individual students to determine their level of need.
2. Develops and implements a remediation plan for learners who have comprehension test results identified as basic or minimal.
3. Utilizes the digital literacy recovery methods of intervention and instruction for students in need of additional supports.
4. Maintains resources for the high-quality digital literacy instruction.
5. Plans and conducts periodic evaluations to assess the need for changes in the digital literacy program.

Curriculum

1. Plans and uses appropriate instructional/learning strategies, activities, materials, and equipment that reflects accommodation for individual needs of students assigned.
2. Participates in regular professional development to improve personal knowledge and skills. Plans and develops special computer literacy project-based projects as approved or provided.
3. Develops and implements plans for the curriculum program assigned and show written evidence of preparation as required.
4. Prepares lessons that reflect accommodation for individual student differences.
5. Serves as a resource to the board and administration in areas of computer literacy instruction and curriculum.
6. Maintains a print and technology-rich classroom.
7. Provides leadership in the development and implementation of the digital literacy program.

Enrichment

1. Works cooperatively with other teachers to modify curricula as needed for learners.
2. Use technologies in the teaching/learning process.
3. Consistently assess student achievement through formal and informal testing.
4. Assesses the digital literacy referrals for learners.
5. To provide for enrichment in the instructional needs of learners through collaboration with WLC staff, small group instruction and staff development in content area of digital literacy strategies.

Culture and Climate

1. Presents a positive role model for students that supports the mission of WLC.
2. Creates a classroom environment conducive to learning.
3. Manages student behaviors in the classroom.
4. Establishes and maintains open lines of communication with students.

5. Maintains a professional relationship with all colleagues, students, parents, and community members.
6. Demonstrates behavior that is professional, ethical, and responsible.

Instructor Qualifications

- Bachelor's degree or a minimum of 5 years of experience in teaching computer literacy.

- Proven record of excellence as a classroom teacher.

- Knowledge of best practices for instructional strategies in computer literacy instruction for diverse learners.

- Ability to develop, evaluate, and implement individualized education plans and assist learners in meeting milestones.

- Ability to work independently with a strong sense of focus, task-oriented, non-judgmental, open personal qualities, and a clear sense of boundaries.

- Ability to work in a variety of settings with a culturally diverse student base with the ability to be culturally sensitive and appropriate.

- Ability to work with students in a caring and respectful manner and with due understanding of and consideration of their unique circumstances.

- Good listening and coaching skills.

- Excellent verbal communication skills and effective at building rapport and trusting relationships.

- Excellent organizational skills: an ability to complete written forms and reports accurately and on time.