



Transforming lives, building futures, strengthening communities,
and developing our greatest natural resource... YOUTH!

YouthBuild Adult Education Instructor

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| Reports To: | ABE Program Manager |
| Classification: | Non-Exempt; Individuals hired shall serve an introductory period of 6 months. |
| Rate: | \$17.14 – 18.85/hourly |

Overview/Culture

At ACYR, our mission drives us, and you'll see this in our desire to help others reach self-sufficiency. We align our thinking on three values: youth-centered, accountable and quality-driven programming. Our programs are all developed using positive youth development principles, and encourages effective staff-youth partnerships

Overview of Objectives

Responsible for providing individualized instruction to ABE/GED students as well as those students who need to improve their reading and mathematical skills.

Education/Training

Bachelor's degree. Knowledge of adult student characteristics and adult basic education content areas. Ability to instruct students in the use of basic technology applications and integrate into instruction. Experience teaching/working with adult learners is a **must**.

Strong communications skills are critical, both verbally and in writing. Must be able to work independently and part of a team. Ability to commit to teamwork and establishing effective working relationships. Willingness to consistently display a positive attitude and image of the agency, as well as provide high quality, effective customer service in all facets of communication. Must consistently engage in learning and developing new skills and approaches. Understands and utilizes positive youth development practices in all levels of work.

Experience working with at risk youth a plus. Bi-lingual bi-cultural a plus. Ability to be flexible as specific tasks will change with the evolution of the program. Acceptance of individual differences in people. Awareness of one's capabilities and limitations.

Background Check

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and how recent. The background check will consist of a reference checks, employment, education, and criminal background search.

ACYR is an at-will employer and any offer of employment with ACYR is contingent upon a successful completion of said background check.

Certification/Licenses/Other Requirements

Current Arizona State Adult Education Teacher's Certification or qualified to obtain, Valid Arizona IVP Fingerprint Clearance Card. Valid Arizona Driver's License. Requires use of insured personal vehicle for agency business.

Responsibilities

All staff is responsible to meet agency goals and objectives outside of their responsibilities to the program they are a part of. Those responsibilities include; attending all ACYR mandatory training, agency functions and events, knowledge of ACYR mission, vision, programs and program goals. Embodying the mission in all aspects of job performance by 100% participation in agency fundraising efforts, continuous self-improvement, and communicating effectively at all levels.

Responsibilities

1. Follow ACYR Adult Education procedures for attendance, student enrollment, assessments, curriculum, and classroom instruction and management
2. Be aware of ADE - AES (Arizona Department of Education - Adult Education Services) goals and targets; strive to meet or exceed these goals
3. Participate in TABE (Test of Adult Basic Education) training provided by ADE – AES
4. Assess all students at enrollment using the TABE
5. Progress test students at appropriate intervals using the TABE
6. Report all TABE data to Lead and/or Director by the first week of the month after testing.
7. Assist new students in completing all ADE – AES and ACYR paperwork prior to enrollment
8. Create and maintain official student files
9. Keep accurate daily attendance and submit monthly to Lead and/or Director during the first week of the month (Distance Learning Instructor submits total monthly hours)
10. Creates lessons that comply with the ADE – AES Standards and lead to students' academic progress
11. Add appropriate resources to ACYR curriculum as found and/or developed to share with staff
12. Assure that students are aware of and understand classroom expectations
13. Contact students who have stopped attending class and attempt to re-engage
14. Follow up with students who have exited the program and report findings to Lead and/or Director
15. Participate in and request professional development training
16. Participate in all required professional development trainings
17. Research and share classroom management best practices
18. Research and share classroom instructional best practices
19. Attend all ACYR Adult Ed meetings
20. Respect students as individual young adults
21. Interact with Workforce staff so eligible students can co-enroll and better move forward
22. Set SMART goals with students and include as an on-going part of class

YouthBuild Instructor Responsibilities

1. All of the above
2. Assist with YouthBuild activities as appropriate and needed