

**Job Title:** Adult Literacy Instructor

**About Reach:** Reach provides literacy programs that help break the cycle of language and communication barriers. We are committed to building an inclusive, collaborative community of learners.

**Job Summary:**

This full-time position reports to the Senior Instructor and Community Education Manager and is responsible for delivering high-quality literacy instruction to primarily adult learners, including oversight of Reach Literacy's Everyday English program. The instructor will teach reading, writing, listening, and speaking comprehension using a curriculum tailored to diverse learner needs. This role involves creating a supportive learning environment, assisting the Senior Instructor, collaborating with community education partners, managing volunteers, gathering and compiling data, and measuring key performance indicators (KPIs) to ensure program success. Reach Literacy programs run from Fall to Spring, with administrative duties during the summer months. Summer offerings may include workshops or special literacy events based on community needs.

**Key Responsibilities:**

1. Develop, adapt, and deliver engaging literacy lessons by tailoring curriculum and instructional materials to meet the diverse needs of adult learners.
2. Maintain a program schedule for all adult Adult Basic Education (ABE)/English Language Learner (ELL), and other programming.
3. Coordinate scheduling, training, and oversight of volunteers supporting ABE/ELL programs.
4. Track learner progress through assessments, gather data on attendance, engagement, and outcomes, and evaluate program success against key performance indicators (KPIs).
5. Maintain detailed records of student attendance, demographics, progress, and instructional outcomes.
6. Nurture and manage stakeholder relationships and regularly communicate updates and needs to program stakeholders.
7. Promote Reach programs through networking and event participation.
8. Actively host and represent the organization at events and fairs.
9. Create a supportive learning environment that encourages learners to set and achieve literacy goals while incorporating practical applications of literacy skills.
10. Attend all scheduled classes, including one evening class per week, except in cases of illness or emergency.

11. Participate in staff meetings, shared office cleaning duties, and professional development opportunities.
12. Assist the Senior Instructor with duties as assigned.
13. Collaboratively work with Reach staff and volunteers.

### **Strengths of a Successful Candidate:**

- Completion of a Bachelor's (required) or Master's degree (preferred) in English, education, adult education, or a related field.
- Experience teaching adult learners or English to non-native speakers; TESOL certification is a plus.
- A mindset of curiosity and awareness of conscious and unconscious bias toward others.
- Flexible and resourceful to sensitively adapt to multiple cultural norms and different first languages in the same student group.
- Actively seeks to understand students' cultural backgrounds, learning styles, and prior experiences.
- Uses inclusive teaching strategies and methods (ex: collaborative learning, differentiated instruction, scaffolded instruction, clear expectations, etc.).
- Monitors and observes student comprehension in real time and adapts lesson flow to ensure students understand the concept and content.
- Strong understanding of respect and compassion, recognizing that adult learners bring diverse experiences, responsibilities, and challenges that affect their learning.
- Creates a supportive learning environment where adult learners feel valued, understood, and comfortable.
- Approaches adult learners with empathy and care that allows them a safe place to build their English language abilities and development.
- Excellent communication and interpersonal skills.
- Patience, empathy, and a passion for helping others.
- Experience with curriculum updates and maintenance.
- Strong organizational skills and the ability to manage a flexible work schedule.
- Impeccable attention to detail, ensuring accuracy and consistency in all tasks.
- Proficient in technology for both in-person and online teaching; strong working knowledge of Microsoft Office tools, including Excel.
- Basic Spanish communication skills are not required but preferred.
- A valid driver's license

### **Compensation & Benefits:**

- Salary: \$52,000–\$56,000 annually.
- Medical Insurance

- Hybrid work environment (in-person attendance required for classes).
- Flexible work hours based on program schedule.
- 6-hour Fridays (Memorial Day–Labor Day).
- 15 days of PTO the first year plus 8 paid holidays annually.
- Bereavement leave available.

**Grant-Funded Position:** This role is supported through grant funding and is dependent on continued funding availability. Reach Literacy actively pursues renewal and sustainability of funded positions.

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**To apply send a cover letter, resume, and three references to**  
**[molly@reachliteracy.org](mailto:molly@reachliteracy.org)**