

YMCA OF GREATER INDIANAPOLIS

Position Description

Title:	Educational Specialist (Adult Basic Education (ABE) Instructor)	Association: Greater Indianapolis
Reports to:	Education and Training Director	Dept: Social Responsibility and Community Impact
Position Status:	Non-exempt (part-time)	Date: June 2020

YMCA MISSION

To put Christian principles into practice through programs that enhance personal growth and improve health of spirit, mind and body for all.

GENERAL FUNCTION

Under the supervision of the Education and Training Director, the Educational Specialist is responsible for providing supplemental instruction for participants who are enrolled in the YMCA's Project Connect program, which follows an integrated adult education and training (IET) curriculum. Responsibilities will include the facilitation of supportive curriculum for Adult Basic Education and workforce development based learning initiatives to enhance classroom instruction. Additionally, the Educational Specialist will administer, evaluate, and interpret tests results and make recommendations for individual educational plans taking each participants' needs into consideration.

KNOW HOW

This position requires a BA/BS degree in education, adult education, or a related field. An Indiana Teaching License is preferred. Strong ability to be an engaging presence leading and teaching adult learners and participants. Outstanding communication skills, the ability to determine and set priorities; manage work schedule as well as the capacity to handle multiple tasks appropriately in a fast-paced work environment. The incumbent should possess a high level of initiative, professionalism, and a positive attitude and enjoy working in and creating a strong team environment.

PRINCIPAL RESPONSIBILITIES

- Responsible for teaching Adult Basic Education using instructional methods geared toward the adult learner in a classroom setting. Plan lessons and curriculum based on the learning needs of culturally diverse and multi-skill level students which prepare students to enhance basic education skills.
- Responsible for teaching adult basic education skills areas (writing, math, language) and employability/job readiness skills.
- Plans and prepares relevant and practical class lessons and monitors student's performance.
- Implements a variety of instructional delivery methods, that include group or individualized instruction as well as computer programs that help students make learning gains. Relies on experience and judgment to plan and accomplish goals.
- Administers TABE tests to determine individual progress and creates a climate that encourages and supports learning.
- May lead and direct the work of others.

- Completes and maintains appropriate student registration, attendance, and assessment records, and ensures timely submission of data for grant reporting.
- Responsible for effective classroom management that enhances student learning.
- Performs other duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of adult learner and alternative educational methods and have the ability to apply these methods for adult and multi-cultural students.
- Ability to teach students of diverse abilities and backgrounds and overcome barriers to success in a multi-level class.
- Ability to build a classroom environment that is conducive to learning and appropriate to the maturity and interests of students. Ability to relate well to different groups of students of different ages and ability levels.
- Must be computer literate and able to use a variety of audio-visual equipment.
- Must be able to communicate effectively both orally and through correct written grammar and usage.
- Must have good classroom management skills and have a strong desire to work with people from a broad range of backgrounds.
- Team-player who can collaborate with colleagues.
- Participate in curriculum development.
- Attend in-service, staff meetings and state training.
- Maintain clean and professional classroom environment.
- Possess excellent communication and organizational skills.
- Enthusiasm for the subject material that will foster a love of learning by students.

PHYSICAL AND MENTAL REQUIREMENTS

- Ability to visibly observe participants and respond to distress signals.
- Ability to stand for extended periods of time.
- Ability to crouch, kneel and bend at the waist and knees.
- Ability to demonstrate and lead activities.
- Ability to reason, solve problems, and make sound judgement and decisions.
- Ability to observe and promote safety and security procedures.
- Physically and mentally able to respond to emergencies and administer CPR and First Aid effectively.

EFFECTS ON END RESULT

- Creation of an environment that is conducive to the needs of adult learners.
- Evidence of consistent, high quality programming as indicated by positive participant evaluations and feedback.
- Program site/areas are maintained in a clean, safe and appropriate manner.
- Creation of a warm, friendly values-based atmosphere for adult learners.