

Red Wing Public Schools Position Description

Lead ABE/ELL Instructor

General Information

Department:	Community Education and Recreation
Unit:	Non-Classified Personnel
Immediate Supervisor:	ABE and GED Testing Coordinator
Grade Placement:	17
FLSA Status:	Exempt

Position Summary

This position is responsible for developing lesson plans, course design outcomes, curriculum and teaches ESL/ELL adult program. This position is also responsible for directing the learning experiences of ABE/ESL participants and for facilitating the educational opportunities for adults needing to acquire literacy skills.

Essential Duties and Responsibilities

1.	Assists with those activities associated with the marketing and outreach of the HVABE English Literacy Program.
2.	Provides intake, evaluation, referral, placement and support for adult English language learners in the program.
3.	Follows-up with all English literacy student referrals.
4.	Administers pre/post assessments for all English literacy students in the program.
5.	Teaches ELL classes as needed.
6.	Assists ELL instructors and career pathway instructors with curriculum and lesson planning.
7.	Assists with the supervision and guidance of classroom volunteers and volunteer instructors.
8.	Completes reports for the Data Accountability Specialist (i.e. student attendance, assessments, goal achievements, etc.) as required.
9.	Prepares reports for consortium members as directed by the Director.
10.	Assists in program design, program outreach, publicity, program promotion and recruitment activities.
11.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training:	4 years of college
Degree Information:	Bachelor's Degree
Major Field of Study or Degree Emphasis:	Education and relevant subject area(s)
Required Work Experience:	None
Licenses / Certifications Required:	<ul style="list-style-type: none">• Licensed as a teacher in Minnesota in the applicable subject area(s)• Valid driver's license in Minnesota

Essential Knowledge Required to Perform the Essential Functions of the Position

- Teaching principles, practices, techniques and approaches and strategies.
- Current trends, theories and technologies pertaining to learning and instruction.
- Core ABE requirements, subjects, policies and procedures.
- GED standards and requirements.
- Fundamentals and general knowledge of cultural differences and their impact on learning.
- Assessment procedures, techniques, and evaluation methods.
- Basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
- Instructional technologies and software, equipment, tools and devices used presenting instruction, documenting assessments, student progress or other classroom administrative requirements.
- Communication strategies for adult learners.
- ELL instruction for non-native speakers of English.

Essential Skills Required to Perform the Work

- Planning and developing lesson plans consistent with the skill level of adult learners from beginning to advanced.
- Presenting complex materials and concepts in an understandable appropriate manner for adult learners.
- Administering assessment tools, assessing and evaluating learner performance and needs.
- Leading group processes/discussions, utilizing a variety of instruction aids and technologies.
- Providing assistance, lead worker support and assistance to professional staff in the formulation of lesson plans, curriculum, goals, etc.
- Writing reports, lesson plans, learning objectives, and tests.
- Writing and reviewing curriculum using and applying professional/technical concepts, principles and terminology.
- Using computers and district related software.
- Dealing effectively and appropriately with adults, staff and other educational professionals over instructional needs, concerns or problems of the adult learner.
- Applying discretion and judgment in handling programs and issues in accordance with ABE policies and procedures.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk		X		
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks.

Classification History and Approval

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