



## JOB ANNOUNCEMENT

### POSITION INFORMATION

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<b>Title:</b>	<b>Adult Educator -ESL</b>	<b>Supervisor:</b>	Program Coordinator
<b>Location:</b>	Family Literacy (Smith School)	<b>Classification:</b>	Part-Time/Non-Exempt
<b>Department:</b>	Family Literacy Program	<b>Hours:</b>	23 hours per week
<b>Schedule:</b>	Monday – Thursday 5.75 hours per day		

### EDUCATION & EXPERIENCE REQUIREMENTS

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- Bachelor's degree in Education.
- Experience in adult education preferred.
- PA Child Abuse Clearance, PA Criminal History Clearance, FBI fingerprint-based Criminal History Clearance, and Mandated Reporter Training Certificate are required.

### GENERAL REQUIREMENTS

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Candidate must enjoy being a team player and providing excellent care and service to a diverse population. This position requires someone who has strong communication skills and is attentive to the needs of the students, families, and the program itself. It is important that the candidate be dependable and maintains a positive attitude.

### DUTIES AND RESPONSIBILITIES

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- Supervise and insure the safety and well-being of the families at all times, being alert to the needs and/or problems of the families as individuals and as a group. Never leave a child unattended.
- Assist in keeping the facility clean, neat, orderly, and safe for families, and insure that necessary supplies are available.
- Attend staff meetings and special training required by the program and/or as assigned by the Program Coordinator.
- Provide distance learning, if necessary
- Report to Program Coordinator any special needs or problems of individual students.
- Immediately report to Program Coordinator any cases of suspected domestic violence, child abuse or neglect.
- Maintain a steady flow of communication between the students, faculty, and administration. This communication is needed to update the status and monitor the progress of students in the program.
- Motivate and assist the students to follow the rules and regulations of the program.
- Interact positively with parents and facilitate positive parent/child interaction. Conduct yourself as an appropriate role model for parents by demonstrating positive attention to children at all times.
- Assist with community activities, Summer Reading activities, and program projects as appropriate and/or as assigned.
- Respect the rights of families in the program and maintain their confidentiality.
- Keep daily attendance logs.
- During ILA time, field trips, and other program activities provide proactive assistance to parents, especially those who have more than one child in the program.
- Conduct assessments at the assigned times and other reporting required by the program. Maintain a file on each student that contains dated checklists, portfolio, progress reports, detailed assessment information, and other daily and monthly reporting forms as required.
- Implement appropriate guidelines, practices, and curriculum and program standards as required by the program.
- Complete all required federal, state, and program paperwork on time.
- Schedule and participate in regular planning meetings with the Professional Learning Community (PLC).
- Provide supervision of children, parents, volunteers and all others in your classroom.
- Study and become knowledgeable about available social services in the community.
- Maintain an ESL/GED literacy approach.
- Perform all other duties as assigned by the Program or her/his designee.

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### ADDITIONAL INFORMATION

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If selected for an interview, candidate must provide the following information **at the time of the interview** to complete the Act 168 Employer Verification form:

- Names and contact information, including fax number and/or email address, for all current and previous employers that are school entities or where candidate was employed in a position having direct contact with children.

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
  - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
  - <https://epatch.state.pa.us/>
- Federal Criminal History Record
  - <https://uenroll.identogo.com/>
- Mandated Reporter Training Certificate
  - <https://www.reportabusepa.pitt.edu>

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