



**Literacy Network**<sup>™</sup>  
*Improving Lives Through Literacy*

701 Dane Street  
Madison, WI 53713  
608-244-3911

**Mission:** Literacy Network teaches reading, writing, communication, and computer skills to Dane County adults so they can achieve financial security, well-being, and deeper engagement with their families and the community.

### **Citizenship Instructor & Grant Coordinator**

The Citizenship Instructor & Grant Coordinator is a regular part-time (50% appointment) employee who provides communicative, goal-based language instruction in group classroom settings to prepare limited English proficient (LEP) adults with the communication skills they need to achieve their personal, economic, social, and educational goals. This position also acts as coordinator for the federal AEFL grant for English for Citizenship, gathering and tracking student data and outcomes, pre- and post-testing participants, and preparing grant reports.

**Immediate Supervisor:** Student Services Director

**Hours:** Class times MW 6:30-8:00; TR 6:30-8:00; flexible office/prep hours (10-14 hours/week)

**Pay:** \$18.50/hour

**Start Date:** August 1<sup>st</sup>, 2018

**To Apply:** Please send a resume and cover letter to [Caitlin@litnetwork.org](mailto:Caitlin@litnetwork.org) by **Sunday, July 1<sup>st</sup>**.

#### **Responsibilities:**

- 1. Citizenship Instruction** **65%**
  - Welcome all students and offer a safe and supportive learning environment.
  - Develop instructional strategies, curriculum, and materials for use in teaching ESL and citizenship to multilevel groups. Arrange for appropriate substitute instruction when needed.
  - Regularly assess student understanding and satisfaction.
  - Implement retention strategies and conduct student and program evaluations.
  - Participate in trainings and planning meetings with Literacy Network staff and program partners.
  
- 2. Grant Reporting & Coordination** **15%**
  - Collect student demographic, assessment, and attendance data for grant-funded programs.
  - Maintain current, well-organized, and secure records of the above information using designated tracking system.
  - Report to grant programs according to timeline set with supervisor.
  
- 3. Pre- and Post-testing** **10%**
  - Administer TABE CLAS-E pre- and post-tests for English for Citizenship participants according to WTCS pre/post-testing policy.
  - Assist with recruiting, registering, and assessing students for ESL programs.

#### 4. Partner Visit / Capstone Module Coordination

5%

- Create and deliver modules to increase civic engagement among participants in accordance with grant requirements.
- Facilitate activities, projects, guest speakers and field trips that provide authentic and meaningful ways for students to complete the civics modules and practice their emerging English skills.

#### 5. Agency Representation and Community Education

5%

- Assist individuals, agencies, and employers wanting information on citizenship, literacy, reading, ESL, readability, identifying/approaching adults with limited literacy, or other literacy related topics
- Maintain contacts with other educational programs and referral sources to facilitate learner recruitment and referral

#### Qualifications

The ideal candidate must demonstrate a passion and a commitment to community education, and to helping build connections among learners and the Dane County community. The successful applicant will work well in multicultural teams and with diverse constituencies. S/he will be self-motivated, work well under pressure and be able to handle several projects at one time. S/he will have good judgment and, ideally, a sense of humor.

The following skills and attributes are desired:

- Bachelor's or Master's degree in adult education, English language instruction or related degree, or significant work experience in the education or social work field
- Experience developing and delivering ESL instructional curriculum
- Experience working with adults from diverse backgrounds
- Experience managing volunteers in a community-based setting
- Experience working with basic computer software for word processing, spreadsheet and database management
- Excellent interpersonal and intercultural communication skills; conversational ability in spoken Spanish strongly preferred
- Excellent organizational skills; genuine interest in effectively organizing others and managing information consistently and accurately
- Excellent oral and written presentation skills
- Ability to think strategically and critically
- Leadership experience, preferably in a nonprofit organization
- Commitment to Literacy Network's mission; interest, enthusiasm, and affinity for working with people and improving their lives

This position description offers guidelines for the employee, however in no way limits the scope of the position nor limits opportunities for expansion of the duties and responsibilities of the employee.

Literacy Network offers a competitive salary commensurate with experience. Literacy Network is an Equal Opportunity Employer that strongly believes it benefits from the perspectives and talents of a racially and culturally diverse staff.

*This summary describes typical duties and responsibilities and does not limit Literacy Network from evaluating, changing, or assigning other work as desired.*