



## Literacy Lab Instructor

<b>Reports To</b>	Assistant Director
<b>FLSA Status</b>	Non-Exempt
<b>Pay Scale</b>	\$17/hour with licensure or certification, \$16/hour without, 4 hours/week
<b>Schedule/Location*</b>	<ul style="list-style-type: none"><li>• Thursday, 5:30-7:00 p.m. - <b>Digital Skills Class</b> (basic computer skills)</li><li>• Potential for other classes to be added in the next few months.</li></ul> *All classes are located at 550 N. University Ave. #215, Provo

### Duties and responsibilities:

Project Read is a nonprofit adult literacy program that offers individual tutoring and small-group instruction to help individuals improve their ability to read, write, compute, and use technology sufficiently to meet personal goals, function well in society, and become more productive citizens. The Project Read Lab Instructor is responsible for preparing and teaching in person literacy classes each week (including reading, math, and digital skills). The Lab Instructor fulfills these responsibilities by doing the following:

1. Lead small-group classes in targeted subject areas.
2. Apply learning theory and pedagogy to support effective instruction.
3. Teach study skills and help students strengthen their learning strategies.
4. Foster a supportive, trust-based learning environment.
5. Communicate effectively with students, tutors, and staff at all levels.
6. Maintain a helpful, positive attitude with all participants.
7. Contribute data and updates for reporting purposes.
8. Follow policies and procedures set by leadership.
9. Support the Instruction Coordinator, lab instructors, and volunteers as needed.

### Qualifications:

The Project Read Literacy Lab Instructor will have the ability to:

- Assess general literacy needs of students.
- Effectively communicate both orally and in writing.
- Establish and maintain cooperative working relationships.
- Maintain the confidentiality and security of sensitive information.
- Manage a flexible work schedule to provide optimum service.
- Be a positive representative for Project Read.
- Model effective instructional strategies for literacy instruction.
- Model and teach effective assessment techniques.



**Training & Experience:**

- A degree in teaching, English, TESOL, Linguistics, or a related field preferred.
- Experience teaching literacy, ESL, or math to beginning level students.

**Additional information:**

- Note: The statements herein are intended to describe the general nature and level of work performed by employees, but it is not a complete list of responsibilities, duties, and skills required of personnel so classified. No contract, either express or implied, respecting the procedures, terms, conditions, or duration of employment is created by this Job Description.
- Employment at Project Read is on an at-will basis, which means your employment may be terminated by you or by Project Read at any time, for any reason, or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Trustees. Project Read reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.
- Project Read is an equal opportunity employer. All qualified applicants are considered for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.

**Application Information:**

- Please send a resume and cover letter to Project Read Assistant Director, Ashlen Lemon: [ashlen@projectreadutah.org](mailto:ashlen@projectreadutah.org).
- Please reach out to Ashlen with any questions about the position.