

# Job Description

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Position Title:	<b>Adult Literacy Associate</b>	Job Location:	Woodmont
Program/Department	Family Learning Center		
Reports To	Director of Adult Education & Career Services	FLSA Class:	Non-Exempt
Position Status	Part-time	Hours per week:	20

## Position Summary

The Adult Literacy Associate serves as a bridge between the client and the Family Learning Center programs/services. The role works directly with clients by answering inquiries and assisting with enrollment into the Family Learning Center's Adult Basic Education/High School Equivalency (HSE) programs. This position also conducts program assessments and manages confidential client records and program data. This position provides direct support to clients and team members by serving as Proctor, Administrative Support and Instructor, as needed.

## **Relationships and Contacts**

***Within the organization:*** Maintains frequent and close working relationships Family Learning Center team members and leadership.

***Outside the organization:*** Maintains frequent and professional working relationships with clients.

## Essential Responsibilities

1. Administers TABE, HiSET and OPT assessments in accordance with established criteria.
2. Develops educational plans and sets goals with individual students.
3. Creates and maintains grade/skill level baseline data and incremental grade/skill level gains.
4. Timely and accurate entry of client information
5. Provides welcoming and encouraging client experience.
6. Creates and organizes new-student files.
7. Tracks and monitors attendance, submits weekly reports, and inputs data into software program Efforts To Outcomes (ETO).
8. Creates and maintains efficient file/data systems.
9. Attends program-specific and professional development activities.

## **Additional Responsibilities**

- Maintains confidential electronic files for current Adult Ed students.
- Documents and updates Adult Ed procedures
- Coordinates monthly communication with students
- Assists with departmental projects, including graduation.
- Teaches adult education classes in accordance with established curricula, as needed.
- Attends HiSET team meetings, All Staff and other YWCA meetings as requested.
- Always provides quality customer service.
- Performs other duties as assigned.

## Minimum Requirements

### **Education and Experience**

Requires a Bachelor's degree, with a minimum of one year experience in adult education instruction, preferably in High School Equivalency (HSE) Microsoft Office Proficient. Experience with Zoom required.

### Physical Requirements

- While performing the duties of this job, the employee will be required to communicate verbally with peers/general public, clients and vendors.
- Tolerant to various noise levels: noise level in the work environment varies – may be very quiet to moderate.
- Job performance will require the ability to move throughout the building as well as sit or remain stationary for extended periods of time.

### Other Requirements

- Ability to work flexible hours, including weekends and evenings.

### Skill Competencies

- Ability to interact with a wide range of diverse backgrounds and social economic levels.
- Microsoft Office proficiency and accuracy in data entry.
- Effective time management and organizational skills in a varied environment.
- Ability to speak concisely and effectively.
- Ability to portray patience and compassion to clients.
- Proficiency in varying presentation to meet different learning styles.
- Ability to monitor participant interaction and adjust as needed.
- Effective written communication skills.
- Excellent interpersonal and relationship building skills.
- Willingness to support the mission of the YWCA and ability to convey its importance both verbally and in writing.

***The YWCA of Nashville and Middle Tennessee reserves the rights to modify, interpret, or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "At-Will." The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.***

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Print Employee Name

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Employee Signature

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Date

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Print Witness Name

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Witness Signature

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Date