



Literacy Source Position Announcement

Instructional Staff Position Description

Title: Adult Education Instructional Advisors (Full and/or Part-Time positions available)

Location:

This position will be based at our Learning Center at 12360 Lake City Way NE, Ste 301. We anticipate having a mixture of in-person, hybrid (remote and on-site) and remote classes moving forward, including an online College Bridge ESOL class on M-Th from 6-8 PM, a Beginning Computer Skills class T/Th morning in our school, as well as on-line or in-person classes out of our Lake City School and with community partners.

About Literacy Source:

Literacy Source partners with adults working to gain skills and education to create new opportunities for themselves, their families, and the community. As a non-profit community learning center, we work towards an inclusive and equitable society providing education and opportunities for all adults. We provide free basic skills classes and one-on-one tutoring at our Learning Center in Lake City and in locations throughout Seattle. Our students range in age from 18 to 90, speak 50 languages, and represent 68 nations. 97% of our students are low-income and 88% are immigrants or refugees. All of our students share one common element – the desire to learn and achieve their goals. For more on our mission and values, please see our website at <https://www.literacysource.org/>.

Position Description and Duties:

This position is responsible for teaching ESOL and/or Adult Foundational Skills classes (that may include ESOL Literacy, Citizenship ESOL, Digital Literacy Workplace Skills and/or Ready to Work ESOL) at Literacy Source. The instructor will work as part of a team to provide instruction and instructional case management to adult learners. The position may provide training and support for volunteer instructors if teaching at the Lake City learning center or curriculum development and/or partnership management in coordination with off-site partners.

We are currently hiring for full- and part-time positions, including:

- Online College Bridge ESOL 5-6 class (M-Th from 6-8pm in Zoom)
- Daytime Beginning Computer Skills class (T/Th 9-11:00am in-person in Lake City)
- Online On Ramp to Construction Jobs at the Port of Seattle (Fr 9-12 in Zoom)
- Conversation classes at various Seattle Public Library Locations (1.5-2 hrs of instruction per class per week)
- Other on-line or in-person classes as they are available.

The manager for this position will depend on the role and class. Essential duties and responsibilities may include:

For All Instructional Positions:

Instruction and Instructional Design: (classes are 2-4 times a week and may be in-person or on Zoom) (6-15 hours/week)

- Teach multi-level ESOL or Adult Foundational Skills classes at the Lake City center, or in partnership with community partners or employers.
- Integrate the teaching of the CCRS, basic digital literacy skills, and employability into a content- and inquiry-based project-driven curriculum using inclusive methods geared toward the adult learner.
- Administer assessments, track progress and provide feedback and support to help students make progress to achieve literacy, work & life skills goals.
- Maintain a reflective, growth-oriented teaching practice including curriculum development and refinement for adult foundational skills classes you are teaching to ensure specific student learning outcomes and adherence to CCR standards, delivery of student-centered curriculum, use of culturally appropriate materials and practices, and context-based learning goals.
- Develop, implement and evaluate program policies, procedures and standards; ensure adherence to governing standards for program quality; and facilitate long-term instructional program planning and goal setting as a member of the Literacy Source instructional team.
- Help conduct New Student Orientations, intake interviews and assessments.

General Support: (1-2 hrs/week)

- Participate in Diversity, Equity and Inclusion initiatives along with board and staff.
- Provide program updates on student/volunteer activities for inclusion in monthly e-news and on website as requested.
- Contribute to and support long-term strategic planning and organizational development efforts.
- Keep up on research and trends in the field of Adult Basic Education and participate in trainings and meetings as needed.
- Work easily as part of a team and participate in all-staff and instructional team meetings and program initiatives.

For Community based instructional advisor positions only: (1 hr/week)

- Communicate and collaborate with partner sites in curriculum design and everyday program coordination
- Support the program manager by providing information for reporting
- May provide support and supervision to classroom volunteers

For Learning Center based instructional advisor positions only:

Instructional Support/Advising: (FT: 7 hrs/week, PT: 1-2 hrs/week)

- Provide support and advocacy for caseload of students, including: working with students to establish goals and identify challenges of barriers to learning, monitoring and interpreting assessment results to track and support student progress; providing learning recommendations to students and instructors; monitoring student attendance in classes and following-up with calls to absent students.
- Match students in caseload with tutors.

Supervision and Training: (9 hrs/week, PT: 2-4 hrs/week)

- Provide support and supervision to classroom volunteers, AmeriCorps members, and tutors for students.
- Work with the instructional team to plan and conduct tutor training and ongoing volunteer in-services/tutor cohort meetings, tutor match meetings, and other volunteer support as needed.

Required Qualifications:

- Literacy Source is working to become a fully inclusive, multicultural, anti-racist organization. Commitment to this work is essential.

- A Master's degree in TESOL, Adult Education or related field.
- At least two years of experience teaching lower-level ESOL and/or basic skills adults.
- Demonstrated experience with using a wide range of learner-centered teaching methods, inclusive instructional materials, and formative assessment.
- Experience with culturally relevant curriculum development tailored to specific student groups and aligned to College and Career Readiness Standards (CCRS).
- Demonstrated ability to integrate technology to enhance instruction and familiarity with online learning management systems (Quizlet, Google Classroom and/or Canvas, Zoom, G-Suite, and other instructional technology).
- Awareness of diverse learning styles and demonstrated experience in applying that knowledge to the development of teaching materials as well as the delivery of instruction.
- Flexibility, enthusiasm, and experience in furthering the educational development of adult learners from diverse backgrounds.
- Ability to work independently and prioritize competing demands.
- Excellent verbal and written communication skills and demonstrated competence in interpersonal

Desired Qualifications

- Experience working in a multi-cultural environment with immigrant adults.
- Knowledge and experience working successfully with neurodiverse adults.
- Curriculum development experience using collaborative instructional goal setting and backward design
- Experience teaching beginning literacy or adult emergent readers
- Lived experience that reflects our student population or bilingual/bicultural with fluency in an additional language such as Spanish, Amharic, Tigrigna, Somali or Chinese.

Compensation and Hours

- We have several part-time positions available, from 12-24 hours a week, that could be combined into a full-time position. Full-time at Literacy Source is 35 hours/week.
- Benefits for staff working 20+ hours/week include the following:
 - Fully paid medical, dental, and vision (f/t staff only)
 - 10 paid holidays; 2 floating holidays
 - Paid office closure the first week of July and the last week of December
 - Additional 20 days of paid time off
 - Employer-matching retirement plan after one year of employment
 - Federal loan forgiveness
 - Opportunities for paid professional development
 - Some flexibility with work schedule, with some evening and weekend work

This position is hybrid, with some in-person instruction and in-person office hours at our Lake City location or partner sites. The salary range is \$26.30-27.50/hour. Your starting salary is based on experience and determined using the Literacy Source pay matrix.

How to Apply:

Submit a resume and cover letter to Cat Howell at cath@literacysource.org

For more information, visit www.literacysource.org or call 206-782-2050

Closing Date:

Open until filled. Spring 2026 term orientation week starts March 30.

Literacy Source is an equal opportunity employer working towards a culturally diverse workplace. We strongly encourage applications from the BIPOC community, immigrants, refugees, women, people with disabilities, members of the LGBTQ community and other underrepresented and historically marginalized groups.