



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Literacy Skills Instructor

OPEN: July 13, 2021

EXEMPT: No

SALARY: \$25.09 Per Grant

SHIFT: Day

LOCATION: Administration

DURATION: Regular Full-Time

Grant Ends: 9/30/22

CLOSES: July 27, 2021

JOB CODE:

DIVISION: Administration

DEPARTMENT: Workforce Development

SUPERVISOR: Workforce Dev. Program Mgr.

VACANCIES: 1

JOB SUMMARY: The Literacy Skills Instructor will provide direct instruction to small groups of adult students in a classroom environment including GED preparation. The instructor will provide instruction and tutorial support to range of students and adults with disabilities registered in the program. Areas of instruction include math, reading, science, communications, and work/life skills. The instructor will provide support to the Employment and Training Caseworkers and Vocational Rehabilitation Program to develop vocational planning, employment preparation, personal management skills for life and work, and job skills for work in middle skills sector. Instructor will coordinate and provide instructional career workshops and develop curriculum and lesson plans for such workshops. Responsible for teaching basic skills to students with varying academic levels while integrating GED skills, reading and math skills, social justice and community issues and culture. Helps students meet necessary goals and qualify to get a GED. Prepares students to take GED exam.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Creates and develops curriculum, lesson plans, teaching materials, and Individual Learning Plans to aid students in developing skills and confidence in basic academic areas.
2. Provide Adult Literacy instruction and integrates computer aided instruction into lessons as appropriate utilizing curricula that reflect the diverse educational and cultural backgrounds of the students served.
3. Instruct students on material needed in order to earn their GED and help prepare and study for GED exam.
4. Intake and assessment of Adult Literacy & Essential Skills students
5. Monitor and assess student progress on a regular basis and complete associated documentation.
6. Monitor and achieve monthly reporting targets associated with Core Measurements
7. Develop incentives to keep participants engaged.
8. Address volunteer tutor and student inquiries.
9. Recruit and train potential volunteer tutors as needed/monitor and support volunteer tutors and tutor/student matches
10. Data entry of client information and maintenance of client files in a database system.

11. Develop resources and participate in promotional events for public awareness of the Adult Literacy & Essential Skills program.
12. Perform clerical tasks, statistical reporting, case notes and data entry duties associated with the literacy program.
13. Develop professional relationships with other LIBC programs and outside agencies. Work with program coordinators to ensure initiative are being met.
14. Provide a positive and professional image optimizing service delivery satisfaction, referring inquiries to the appropriate individual, department, service or organization, as per the established procedure.
15. Must have good organizational skills and excellent written and verbal communication skills.

MINIMUM QUALIFICATIONS:

- Master's degree in education or Special Education *Preferred*
- Bachelor's degree in relevant field (education, special education, Human Services) with 3 years proven experience and success working with adult learners and adults with disabilities.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to create a dynamic atmosphere for all ages in an enthusiastic and energetic manner.
- Skill in providing individualized instruction in a group setting
- Demonstrated ability to meet new people, develop and maintain positive and professional relationships, and develop long lasting, goal-oriented networks with employers and educators.
- Ability to present oneself and the Lummi Nation in a positive and professional manner is essential.
- Knowledge of other Tribal programs and community resources
- Knowledge of the Native community and appreciation for the native way of life.
- Ability to work with people of diverse socioeconomic and cultural backgrounds.
- Ability to understand and demonstrate effective communication and teaching skills.
- Ability to work as a member of an interdisciplinary team, work independently and able to affectively self-direct.
- Ability and willingness to learn new tasks
- Must have strong problem solving skills
- Proven experience in working with adult students with learning barriers.
- Ability to use a wide range of teaching strategies to accommodate the needs of different learners.
- Proven ability to teach a variety of life skills.
- Ability to maintain strict confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires Criminal Background Check.
- Position is grant funded that will end on **September 30, 2022**. If additional funding is received this position will need to be reviewed for grading purposes.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.