Literacy Lab Instructor

Department:	Instructional Staff	**Effective Date:**	11/06/2026
Reports to:	Assistant Director	**FLSA Status:**	Part time, non-exempt
Direct Reports:	0	**Pay Scale:**	$17/hour w/licensure or certification, $16/hour w/o

Schedule/Location:

- Tuesday, 12:30-2:00 p.m. – **Reading Class**
- Wednesday, 12:30-2:00 p.m. – **Writing Class**
- Thursday, 12:30-2:00 p.m. - **Reading Class**

*All classes are located at 550 N. University Ave. #215, Provo. Schedule may be subject to adjustment before start date.

Job Summary and Essential Job Functions:

The Lab Instructor delivers targeted, small-group instruction that builds foundational literacy, numeracy, and digital skills for adult learners. This role exists to translate program goals into measurable student outcomes by assessing individual needs, adapting instruction, and supporting consistent progress. The Lab Instructor helps learners develop the skills necessary to increase independence, improve employability, and achieve their personal and educational goals through structured teaching, progress tracking, and collaboration with volunteers and staff.

Required Qualifications

- Experience teaching adult literacy, English as a Second Language (ESL), or other basic skills to adults.

Preferred Qualifications

- Bachelor's degree in English, TESOL, Linguistics, Education, or a related field.
- Experience working with diverse, low-literacy adult populations.
- Background in training or overseeing volunteers.

Preferred Skills, Knowledge, & Abilities

- Knowledge of adult learning principles and instructional strategies.
- Ability to integrate technology into instruction, including digital literacy tools or online learning platforms.

Required Skills, Knowledge, & Abilities

- Ability to provide compassionate, student-centered customer service and build trust with adult learners, particularly individuals with low literacy skills, in a manner that promotes comfort, confidence, and engagement.
- Strong verbal and written communication skills, including the ability to explain concepts clearly and provide constructive feedback.
- Ability to organize, prioritize, and manage time effectively across instructional and administrative responsibilities.
- Basic computer proficiency, including the ability to use standard office software and support basic digital learning activities.
- Ability to maintain confidentiality and handle sensitive information appropriately

Please email a cover letter and resume to Sylvia Lyon, Project Read Executive Assistant.