Lab Instructor

Reports To	Salt Lake Site Coordinator
FLSA Status	Non-Exempt
Pay Scale	$15/hour, 4 hours/week
Schedule/Location*	Math Lab: Thursdays, 10:00-11:30 a.m. Digital Skills Lab: Thursdays, 12:30-2:00 p.m. Both labs are held at 2530 South 500 East, South Salt Lake

Duties and responsibilities:

Project Read is a nonprofit adult literacy program that offers individual tutoring and small-group instruction in reading, writing, math, and digital skills to help individuals meet personal goals, function well in society, and become more productive citizens. The Project Read Lab Instructor is responsible for preparing and teaching foundational skills classes each week. The Lab Instructor fulfills these responsibilities by doing the following:

1. Implement policies and procedures set by the Executive Director and the Board of Trustees;
2. Conduct small group tutoring sessions in specific subjects;
3. Acquire knowledge of selected topics in learning theory and pedagogy and bring this knowledge to bear in tutorial settings;
4. Acquire knowledge of study skills and strategies and assist students in improving their own learning and study skills;
5. Create atmosphere of mutual trust and support;
6. Work and communicate effectively with students of all skill levels, Project Read tutors, and Project Read staff;
7. Exhibit a helpful attitude toward all students, tutors, and staff;
8. Provide information for reports;
9. Assist the Instruction Coordinator as needed.

This position is specifically assigned to teach a foundational numeracy lab and digital skills lab. Additional labs or teaching opportunities may become available in the future.

Qualifications:

The Project Read Lab Instructor will have the ability to:

- Assess general 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.
- Model and teach effective assessment techniques.

Training & Experience:
- A degree in Education (of any kind), Math, English, TESOL, Linguistics, or a related field.
- Experience teaching adults.

Additional information:
- Non-Exempt Position: The work week of all employees at Project Read who fall under the Fair Labor Standards Act must not exceed forty hours per week.
- Reports to: Assistant Director
- Supervisory Responsibility: Overseeing lab volunteers and mentoring volunteer tutors.
- Location Information: this is an in-person position teaching classes at the South Salt Lake Community Center.
- 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.
- Please reach out to Ashlen with any questions about the position.