



## Literacy Lab Instructor

**Wage:** \$15/hour; 2 hours/week

**Schedule:** Wednesday 5:30 – 7:00 pm + prep time

**Location:** 2530 South 500 East, South Salt Lake

### **Duties and responsibilities:**

Project Read is a nonprofit adult literacy program that offers individualized instruction to adult students by trained volunteer tutors. The Project Read Literacy Lab Instructor is responsible for preparing and teaching reading classes each week. The Literacy 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.

### **Qualifications:**

The Project Read Literacy Lab Instructor will have the ability to:

- Assess reading and general literacy 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 for literacy instruction.
- Model and teach effective assessment techniques.

### **Training & Experience:**

- A degree in English, TESOL, Linguistics, or a related field.
- Experience teaching literacy or ESL to beginning readers/speakers.

### **Additional information:**

- Please send a resume and cover letter to [shauna@projectreadutah.org](mailto:shauna@projectreadutah.org).
- For more information, please contact Shauna K. Brown, Project Read Executive Director.



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