



# PARKER COUNTY CENTER OF HOPE

## Job Description Springtown Adult Education Assistant

**Reports to:** Adult Education Coordinator and the Director of Career and Adult Learning

**Job summary:** The Springtown Adult Education Assistant coordinates and monitors the work of volunteers who provide basic literacy and math, high school equivalency, English language, and college remedial instruction to adult learners. The Assistant helps ensure a supportive and effective learning environment through individual tutoring, classroom instruction, and blended learning.

This position requires regular communication and coordination with supervisors and other staff, as well as in-person interaction with colleagues, volunteers, supporters, and program participants. The position also requires access to documents, resources, and other information maintained at Center of Hope.

### **Essential Functions:**

- Supports volunteer recruitment, engagement, and retention to ensure consistent instructional services for adult learners participating in the program.
- Works directly with adult education participants and volunteer tutors and instructors to identify needs, support individual goals, and ensure effective use of each instructional session.
- Provides guidance, direction, and support to volunteer tutors and instructors providing basic literacy and math, high school equivalency, English language, and citizenship instruction.
- Provides direct instruction and tutoring to adult students, as needed, including serving as a substitute when volunteer instructors are unavailable.
- Administers and monitors pre- and post-assessments to evaluate student progress and instructional outcomes.
- Maintains accurate class registration and attendance records and completes statistical data and program reports, including required data entry in ETO, to monitor and evaluate program activities and student outcomes.
- Participates in individual and group training opportunities provided through Center of Hope, Texas Literacy, Intercambio, and other appropriate professional development organizations.
- Attends and actively participates in departmental and Center of Hope meetings, training, and professional development activities as directed.
- Performs other duties and responsibilities as assigned by the supervisor and/or CEO.

### **Qualifications:**

- Actively involved in a Christian church; personal life reflects strong Christian principles
- U.S. citizenship or permanent residency; legally authorized to work in the US
- Bachelor's degree in education, with teacher certification preferred or experience that is well suited
- Knowledge of adult education principles; experience in adult education
- Strong interpersonal and communication skills

- Able to engage effectively with volunteers and students with diverse socio-economic, ethnic, and educational backgrounds
- Able to work independently and make appropriate decisions while supervising volunteers and students
- Proficient in Microsoft Word and Excel for reporting
- Bilingual preferred

**Work week expectation:**

- This is a part-time, non-exempt position of approximately 15 hours per week.
- The workweek is Monday-Thursday; although primary working hours are during the evening, on occasion, some day and/or weekend work will be required to complete tasks.
- Time spent representing Center of Hope or conducting other Center business away from the main buildings shall be included in the hours of work listed.

**Physical requirements of this position:**

- Prolonged standing and walking, as well as sitting at a desk and using a computer
- Physically able to bend, stoop, and lift in order to facilitate job responsibilities noted above
- Must be able to safely routinely lift boxes, bags and donated items weighing up to 10-15 pounds, and occasionally heavier items as needed, using appropriate equipment and designated safety protocols
- Vision and hearing must be sufficient to interact with other staff, volunteers, donors and participants and to carry out the responsibilities of the job as noted herein

In addition to the statements provided in this Job Description, the following Core Values are an integral part of working at Center of Hope. With your signature, you indicate your agreement to the contents of this document as well as the Core Values stated below.

**CORE VALUES**

- **Calling:** The belief that God has called you to serve at Center of Hope in this assigned role.
- **Character:** You possess a sense of ownership in this role. You display integrity in everything you do.
- **Chemistry:** Your values are in close harmony with the mission of Center of Hope. You are able to work well with the team and build unity.
- **Competence:** You have the critical skills and gifts necessary to perform this role successfully and are willing to use them.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*The statements in this job description describe the general nature and level of work being performed by the employee. They are not an exhaustive list of responsibilities, duties, or skills required and they do not establish a contract for employment. This job description is subject to change at the discretion of the employer with or without notice.*