



Literacy DuPage Tutor Post-Testing Specialist Job Description

Founded in 1972, Literacy DuPage (LD) is a community-based nonprofit whose mission is to provide accessible and customized English language tutoring to help adults achieve independence.

We are supported through generous grants from sources such as the Illinois Secretary of State's Literacy Program, Illinois Dept. of Commerce, DuPage County, DuPage Community Foundation, Community Memorial Foundation, and additional Foundations, as well as donations from individuals, organizations and businesses.

As part of a collaborative effort with the College of DuPage's People Educating People Volunteer Program (PEP), we recruit and train volunteers to tutor adult learners at mutually convenient times and locations throughout DuPage County, and students enrolled in classroom ABE and ESL instruction at the college who need extra help to succeed. Each year 400 volunteers gave over 20,000 hours of their time to serve 500 adult learners.

Position

The Tutor Support and Post-Testing Specialist is a part-time position to work up to 10 hours per week to support active tutors in the Literacy DuPage program and will help manage their tutor/learner relationships.

Key Responsibilities

- Meet with tutoring pairs after 35 hours of instruction for post-testing assessment of learning progress through the use of standardized tests (Best Plus and TABE) and documentation of learner achievement in personal and professional life skills.
- Provide Program Reporting Manager with records of all student progress and review meeting outcomes.
- Identify and refer successful tutor/learner pairs for interviews for story library and recognition
- Guide tutoring process by providing consultation, recommendations and support to volunteer tutors in lesson planning and continued goal setting.
- Respond to tutoring support inquiries and refer to appropriate resources as needed. Keep abreast of and support all LD program initiatives for tutor development.
- Work within awarded grant specifications to achieve post-testing goals, expected learner achievement outcomes. Occasionally provide input for narrative and statistical reports.
- Update website resources for tutors.
- Refer tutors to web-based and library resources.
- Other duties as assigned.

Essential Skills



- Bachelor's degree in adult education, Master's degree preferred.
- Knowledge of adult education, second language acquisition and learner centered instruction.
- Experience with linguistically and adults and culturally diverse populations.
- Bilingual English/Spanish (or other foreign languages) preferred
- Experience and knowledge of the principles and practices of adult language acquisition training, instruction, informal and formal assessment, literacy materials, instructional methods
- Excellent organizational skills, time management skills
- Ability to work independently, with a team, with volunteers and with diverse groups of people.
- Computer skills required including the following: Microsoft Office (Excel, Word, Access, PowerPoint) email management (Outlook and Constant Contact)
- Occasional evenings and weekends required
- Must have a valid driver's license, current insurance and own transportation

Location: Glen Ellyn, IL

DuPage County resident preferred. Interested and qualified candidates should send a cover letter and resume to tmcmahon@literacydupage.org.

Due to the high volume of applications we receive, we regretfully can only respond to those candidates who best meet the requirements of a specific position. Please be assured that we retain all candidate information for possible future matches, even if you do not hear from us in regard to your application in response to this posting.

8/16/2019