



Position: Resource Coordinator, Cortez Site

Duties & Responsibilities:

The Durango Adult Education Center, serving southwest Colorado, is seeking a part-time person to join our team of dedicated staff. The Resource Coordinator will provide critical support to ensure all learners in the English as a Second Language (ESL) and High School Equivalency (HSE) programs are making academic progress. Primary responsibilities include managing volunteers, administering assessments, providing direct instruction, and other tasks needed to ensure student success. Flexibility and confidentiality are essential in all facets of this position.

Volunteer Coordination:

- Recruit, train, schedule, match and supervise volunteer tutors in the HSE & ESL programs
- Provide ongoing professional development and support to volunteer tutors with appropriate resource materials, identifying teaching strategies for individual students, and recommendations concerning learning barriers

Instruction and Assessment

- Participate in team meetings and apprise team about students and volunteers
- Teach basic reading skills to adult learners (ages 16 and over) either individually or in small groups as needed. Prepare lessons, individualize instructions, and monitor progress.
- Provide 1:1 or small group academic support for Math/Science or Humanities teachers, substitute on an as-needed basis
- Administer assessments at enrollment and program completion
- Oversee multiple online self-study programs

Data/Site Management

- Assist in planning and executing program start-up logistics
- Keep detailed and accurate student and tutor records in LACES database
- Receive and follow-up on all student inquiries
- Represent the DAEC in a professional manner
- Attend all required staff meetings, retreats, and regional trainings

Desired Qualifications:

- Certified at Secondary level in Colorado
- Technology skills and experience with educational software, Microsoft Word and Outlook, and willingness to learn new technology to improve student learning
- Experience with at-risk youth and adults and with second language learners
- Wide-ranging depth of knowledge with low-literacy teaching strategies
- 3 years of teaching experience
- Excellent communication skills and able to prioritize, negotiate, and work with varied personalities
- Personal qualities of integrity, credibility, and dedication to the mission of the Durango Adult Education Center
- Bilingual, Spanish/English
- Flexibility and compassion are essential in all facets of this position

Schedule: Part-time, up to 20 hours per week. Benefits include paid time off.

Compensation: \$20 - \$22/hour to start

Application Instructions:

Submit a cover letter, resume, and a list of three references to: Libby Baumchen
lbaumchen@durangoadulthood.org

Anticipated start date is mid-August