

## Distance Learning Tutor

### ProLiteracy New Readers Press

ProLiteracy is the world's leader in adult education practice, innovating and building the capacity of literacy programs everywhere—from small community-based organizations to large adult education programs and institutions. By providing comprehensive training and professional learning, accessible research, grant funding, and leading-edge digital and print learning resources through New Readers Press, we advocate for and unleash the power of literacy to transform lives.

### General Summary

Make a difference helping adult learners change their lives by completing a high school equivalency program! New Readers Press is seeking several Distance Learning Tutors to provide 1-hour live online classes to small groups of adult learners working towards High School Equivalency in the United States.

Depending upon subject matter expertise and experience, you may be able to provide instruction at varying levels to multiple classes. Choose your own hours!

### Courses for instruction include:

- Foundational Math (multiple levels)
- Foundational Reading (multiple levels)
- Pre-High School Equivalency: Reading & Writing, Mathematics, Science, and Social Studies
- High School Equivalency (GED/HiSET): Language Arts, Mathematics, Science, and Social Studies.

Tutors will be responsible for supporting students' success in the distance learning program using New Readers Press Online Learning digital curriculum while monitoring and reporting student progress, attendance, and participation. Tutors can expect to provide a diverse group of students with a clear path to high school equivalency, including readiness, test preparation, remediation, and completion of exams.

The ideal tutor is a flexible, creative, organized, and dependable self-starter with strong interpersonal communication skills. The successful candidate is a highly organized, motivated person with a passion for adult education.

### What you will do in this role

- Develop a strong understanding of the features, tools, and functions within New Readers Press Online Learning courses.
- Develop meaningful lessons for 1-hour live-online class(es) to develop students' knowledge and skills in preparation for High School Equivalency exams.
- Monitor student progress and respond appropriately based on individual and small group performance.
- Collaborate with staff to track class attendance and report progress and participation to Distance Learning Coordinators.
- Support student success in registering, studying, and completing official practice exams and official high school equivalency exams (GED/HiSET).
- Provide differentiation and remediation on an ongoing basis for students based on performance and individual needs.
- Celebrate student high school equivalency completion!

### Skills required for the role

- Previous experience teaching or tutoring in a remote work environment
- Bachelor's degree or equivalent experience
- Teacher certification is not required, but candidates with current valid certification will be considered first
- Experience with High School Equivalency (GED/HiSET) adult education preferred
- Strong computer skills
- Ability to communicate clearly and professionally
- Organized with a strong attention to detail
- Flexible with strong interpersonal communication skills

Distance Learning Tutors will be independently contracted (1099) with an hourly rate of \$30/hour provided for instruction. Prep time is paid at ½ hour per 1-hour class. Benefits are not included.

ProLiteracy believes every adult has the right to literacy. Our mission is to help adults gain reading, writing, math, and digital skills, with the intent of giving them the power to impact major social issues and change the world around them. We believe education leads to equal opportunities, liberties, and protection under the law, and that we must stand up against bigotry, racism, and hatred.

Please submit a cover letter and résumé to [distancelearning@proliteracy.org](mailto:distancelearning@proliteracy.org). If you have any questions about this opportunity, please contact us at 1-833-280-2400.