



**CENTER FOR  
WORK EDUCATION &  
EMPLOYMENT**

## Job Announcement

<b>Title:</b>	High School Equivalency (HSE) Instructor
<b>Position Status:</b>	Full-time, Non-Exempt
<b>Reports To:</b>	Chief Program Officer
<b>Hiring Range:</b>	\$52,500 - \$68,250 per year
<b>Benefits:</b>	Full benefits including four weeks of vacation, every other Friday off, paid health days, paid family and medical leave, retirement match, health, dental and vision insurance, healthcare and dependent care flexible spending accounts, life insurance, disability benefits, comprehensive parenting benefits through Maven and a CWEE-issued laptop

Founded in 1982, the Center for Work Education and Employment ([CWEE](#)) is one of Denver's leading workforce and anti-poverty organizations. CWEE provides personal and professional support to address each career seeker's unique challenges and to facilitate a supportive path to long-term employment success. CWEE's mission is to foster personal and professional transformation for low-income families through confidence building, customized skills training, and career advancement. CWEE believes that regardless of personal situations and other barriers to employment, when an appropriate level of education and support is provided, individuals can and will succeed.

The values that drive CWEE's mission of helping individuals succeed also drive CWEE's approach to organizational management and employee development. CWEE embraces a culture of organizational learning and continuous quality improvement while centering trauma-informed care and wellness at all levels of the organization.

### SUMMARY OF POSITION

The HSE Instructor is responsible for providing individual and group instruction to adult learners studying to obtain their High School Equivalency (HSE) and those CWEE participants seeking to enhance their skills through Adult Basic Education (ABE). This role assesses the educational needs of each CWEE participant who expresses an interest in pursuing education as part of their career advancement goals and develops and implements program curriculum to be delivered via 1:1 and group instruction in both online and in-person formats. The HSE Instructor monitors participant progress, communicating regularly across teams and providing direct and timely feedback to participants with a trauma-informed approach.

CWEE is seeking an individual with strong content knowledge in adult education with the ability to teach a diverse group of adult learners with varying skillsets, abilities, and employment goals. This role contributes to the larger Program team as needs arise and provides consult and content expertise regularly.

### ESSENTIAL RESPONSIBILITIES

#### Instruction and Coaching (35% of time)

- Provide direct group instruction and 1:1 individualized tutoring to participants preparing for HSE exams, including pre-GED, and/or post-secondary education and training through ABE
- Assess participant skill level and educational history and collaborate with Program Advisors to create individualized education plans that meet learning needs and align with career goals
- Engage participants across a broad range of skill levels using a variety of proven teaching skills and motivational strategies while meeting the needs of individual learning styles

- Create a positive, healthy, and trauma-informed learning environment for all learners by using effective classroom management (both in-person and online) based on respect, safety, and appropriate boundaries

#### **Curriculum and Administration (35% of time)**

- Maintain awareness of best practices in adult education and adult learning theory
- Keep detailed records and regularly input data on participant progress and course completion into CWEE's client management information system (CiviCore)
- Build on and implement curriculum tailored to content on the HSE exam (including GED, HiSET and TASC) to be delivered in both a virtual model and, when possible, in an onsite classroom instruction model
- Manage online learning platform (Career Education)
- Ensure access to resources, tools and supports, including vouchers and technology account user licenses

#### **Communication (20% of time)**

- Maintain ongoing communication with participants and their assigned Program Advisors in an effort to build relationships and create structure in a self-directed learning environment
- Participate in regularly scheduled staffings across teams to discuss participant progress; responsible for participant progress in the HSE/Education pathway
- Provide consultation, training and expertise across the organization regarding best practices in adult education, including resources for external assessments and referrals to other community training programs, as needed
- Motivate participants and effectively translate the skills being built into the context of employment
- Use effective and timely communication strategies and methods to communicate with various stakeholders

#### **Professional Growth and Wellness (5% of time)**

- Regularly reflect on progress toward professional goals, both individually and with supervisor, identifying and following through on learning opportunities
- Identify opportunities to mitigate stress

#### **JOB QUALIFICATIONS**

- Demonstrated ability to teach adult learners with diverse needs, particularly economically disadvantaged backgrounds and/or historically underserved populations
- Knowledgeable of High School Equivalency (HSE) exams in the State of Colorado; Adult Basic Education Authorization and/or teaching license, preferred
- Knowledge of Adult Learning Theory
- Experience with education assessment tools – experience with Test for Adult Basic Education (TABE) preferred
- Understanding and application of group instruction principles and classroom management
- Skilled in navigating and teaching using different modalities such as phone and video conferencing as well as online learning platforms
- Ability to establish and maintain effective working relationships with participants and staff
- Ability to adopt and apply a strength based and trauma-informed approach
- Experience with daily, detailed data entry and outreach
- Strong research skills and ability to analyze data and synthesize multiple sources of information and report out
- Ability to model professional dress and workplace conduct
- Deadline oriented with strong ability to follow through on tasks with little supervision

#### **PERSONAL QUALIFICATIONS**

- Commitment to CWEE’s mission and providing long-term, durable self-sufficiency through quality employment
- Active contributor to a positive work culture built on ongoing learning and continuous improvement
- Willingness and skill to coach participants and address concerns in a timely manner
- Demonstrates leadership through effective problem-solving skills, creativity, and critical thinking
- Flexible, a team player with a commitment to personal and professional accountability
- Excellent skills in listening, curiosity and empathy
- Willingness and skill to engage in difficult conversations in a timely manner
- Solution oriented, able to make timely decisions despite ambiguity
- Proactive self-starter with excellent organization skills and proven ability to balance multiple tasks and deadlines with attention to detail
- Results driven with strong critical thinking skills
- Strong self-awareness, confidence and integrity

**WORK ENVIRONMENT**

- CWEE operates in a hybrid workplace model that balances the responsibilities of being a direct service organization with the benefits of a flexible work environment; the functions of this role require onsite presence at CWEE’s offices located in Denver, Colorado

**TO APPLY**

Send cover letter and resume to [careers@cwee.org](mailto:careers@cwee.org). Please indicate ‘*HSE Instructor*’ in the subject line. Materials will be reviewed and interviews scheduled as qualified applications are received. Candidates invited to move forward will be asked to complete a teaching presentation as part of the interview process.

**NO PHONE CALLS, PLEASE.**

CWEE is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants. Applicants of any and all backgrounds are encouraged to apply. CWEE is also dedicated to building a diverse and inclusive workplace. If you’re excited about this role and your past experience doesn’t align perfectly with the requirements in the job description, we encourage you to still apply. You might be the right candidate for this or other roles within the organization.

A criminal background check of 7 years is required and CWEE will consider for employment all qualified applicants with criminal histories in a manner consistent with applicable law.