

Cornerstones Career Learning Center, Inc.

JOB DESCRIPTION

ADULT EDUCATION INSTRUCTOR - Aberdeen

GENERAL SUMMARY:

Provide adult basic education programs for Cornerstones Career Learning Center. Provide assistance to Cornerstones Program Coordinator in the creation and delivery of workplace training programs for workforce and employers.

MINIMUM QUALIFICATIONS:

1. Baccalaureate Degree from an accredited university.
2. Teacher Certificate
3. Proficiency with both verbal and oral communication skills.
4. Experience in curriculum development and training.
5. Proficient in Microsoft Office and Google.
6. Experience with English Language Learners desirable but not required

RESPONSIBILITIES:

1. Carry out the goals, objectives and action steps for Cornerstones education and training programs
2. Provide education services to individuals wanting to improve their basic education skills, learn English, obtain their GED; and/or provide education services to businesses wanting to improve the skills of their employees.
3. Collaborate with staff in the monitoring of local AEFLA services by the maintenance of local records.
4. Promote Cornerstones educational programs within the community and act as liaison with local education and human service agencies.
5. Recruit and register students for education and training programs.
6. Work with Cornerstones staff to expand opportunities for additional classes and programs that form an integral part of the institutional strategic plan.
7. Assume additional duties as assigned by the Executive Director.

SKILLS:

1. Develop rapport easily with people and work effectively as part of a team
2. Utilize class curricula and instructional techniques
3. Develop and implement class curriculum
4. Administer and interpret aptitude, interest, and personality assessment instruments.
5. Work effectively with participants in evaluating educational needs and developing individualized study plans
6. Assist participants in developing math, writing, reading, and employability skills
7. Maintain participant files, including written correspondence, telephone calls, and computerized record systems
8. Provide support for GED administration: schedule classes, administer practice tests, request student transcripts, and schedule final testing

9. Represent Cornerstones in the local business, education, and human relations community
10. Partner with and refer participants to appropriate community services
11. Conduct pre-employment training programs for youth and adult participants
12. Work with area businesses to provide training and employment experiences for program participants

WORK SCHEDULE

This is a full-time, 36+ hour a week, 12-month position. Benefits and leave schedules are in accordance with the policies of Cornerstones Career Learning Center, Inc. The anticipated work schedule includes an evening class Monday-Wednesday, 6:00PM-8:00PM. The remaining weekly hours are flexible depending on classes and duties assumed, with typically Fridays off. Flexibility with this schedule is expected with the delivery of evening programs provided on a regular basis and the necessity for offsite professional development.

EMPLOYMENT INFORMATION

1. Wage \$12.50 hour
2. Full-time – 36 hours a week, 12 month position
3. Benefits
 - a. Employer Covered Health Insurance
 - b. Employer Covered Life Insurance
 - c. Paid Holidays
 - d. Vacation
 - e. Personal Time
 - f. Employer Matched Retirement
 - g. Flexible Scheduling
 - h. Pre-tax medical and dependant care
 - i. AFLAC
4. Open until filled
5. Bilingual skills helpful but not required

WORK LOCATION

This position will be located in Aberdeen, South Dakota

Apply by resume to Kim Olson at Cornerstones Career Learning Center, 33 3rd St SE, Suite 202, Huron, SD 57350 or by applying online at CornerstonesCareer.com. Direct questions regarding job duties to Kim Olson, kim.olson@CornerstonesCareer.com or 605-353-7175