

Cornerstones Career Learning Center, Inc.

JOB DESCRIPTION

ADULT EDUCATION INSTRUCTOR

GENERAL SUMMARY:

Assist in the provision of the English language and GED instruction for the Adult Education and Literacy programs for Cornerstones Career Learning Center. Provide assistance to Cornerstones Education Coordinator in the creation and delivery of adult education training programs.

MINIMUM QUALIFICATIONS:

1. Baccalaureate Degree from an accredited university.
2. South Dakota Teacher Certificate preferred by not required
3. Proficiency with both verbal and oral communication skills.
4. Experience in curriculum development and training.
5. Proficient in Microsoft Office and Google.
6. Minimum of one year of teaching experience.
7. Fluency in a foreign language is desirable but not required

RESPONSIBILITIES:

1. Carry out the goals, objectives and action steps for Cornerstones education and training programs
2. Provide basic education services to individuals wanting to improve their basic education and English language skills .
3. Maintain files and computerized records for program participants
4. Recruit and register students for education and training programs.
5. Conduct follow-up evaluations for education and training programs.
6. Complete applications, correspondence and reports as required by Cornerstones, and state and federal agencies.
7. Work with Cornerstones staff to expand opportunities for additional classes and programs that form an integral part of the institutional strategic plan.
8. 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. Represent Cornerstones in the local business, education, and human relations community
9. Partner with and refer participants to appropriate community services
10. Work with area businesses to provide training and employment experiences for program participants

WORK SCHEDULE

This is a part-time (up to 20 hours weekly), year-round position which may include weekday evenings.

Benefits and leave schedules are in accordance with the policies of Cornerstones Career Learning Center, Inc. .

EMPLOYMENT INFORMATION

1. Wage \$12.50 an hour DOE
2. Part-time year around position
3. Benefits
 - a. Retirement
 - b. Flexible Scheduling
 - c. AFLAC
4. Open until filled

WORK LOCATION

This position will be located in Mitchell, South Dakota

Apply by resume to Kim Olson at Cornerstones Career Learning Center, 33 3rd St SE, Suite 202, Huron, SD 57350. Direct questions regarding job duties to Kim Olson, kimo.cclc@midconetwork.com or 353-7175