

Cornerstones Career Learning Center, Inc.

www.cornerstonescareer.com

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.

PREFERRED QUALIFICATIONS:

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

RESPONSIBILITIES:

- Carry out the goals, objectives and action steps for Cornerstones education and training programs
- 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.
- Collaborate with staff in the monitoring and maintenance of program records.
- Promote Cornerstones educational programs within the community and act as liaison with local education and human service agencies.
- Recruit and register students for education and training programs.
- Work with Cornerstones staff to expand opportunities for additional classes and programs that form an integral part of the institutional strategic plan.
- Assume additional duties as assigned by the Executive Director.

SKILLS:

- Develop rapport easily with people and work effectively as part of a team
- Utilize class curricula and instructional techniques
- Develop and implement class curriculum
- Administer and interpret aptitude, interest, and personality assessment instruments.
- Work effectively with participants in evaluating educational needs and developing individualized study plans
- Assist participants in developing speaking, math, writing, reading, and employability skills
- Maintain participant files, including written correspondence, telephone calls, and computerized record systems

- Deliver classroom curriculum, administer practice tests, request student transcripts, and schedule final testing
- Represent Cornerstones in the local business, education, and human relations community
- Partner with and refer participants to appropriate community services
- Conduct pre-employment training programs for participants
- Work with area businesses to provide training and employment experiences for program participants

WORK SCHEDULE

This is a full-time, 12-month position. Benefits and leave schedules are in accordance with the policies of Cornerstones Career Learning Center, Inc. The work schedule is typically 1:00 PM to 8:00 PM Monday through Wednesday and additional work hours on Thursday during the day time. Flexibility with this schedule is expected with the delivery of evening programs provided on a regular basis.

EMPLOYMENT INFORMATION

- Wage \$12.50 to \$13.00 an hour DOE/Q
- Part-time 12 month position
- Matching Retirement
- Flexible Scheduling
- AFLAC
- Open until filled

WORK LOCATION

This position will be located in Aberdeen, South Dakota