

cornerstones Career Learning Center, Inc.

JOB DESCRIPTION

ADULT EDUCATION INSTRUCTOR – Evening Instructor

GENERAL SUMMARY:

Assist in the provision of the English language instruction for the Adult Education and Literacy programs for Cornerstones Career Learning Center

MINIMUM QUALIFICATIONS:

1. Baccalaureate Degree from an accredited university preferred.
2. South Dakota Teacher Certificate preferred by not required
3. Proficiency with both verbal and oral communication skills.
4. Experience in curriculum development.
5. Proficient in Microsoft Office and Google.
6. Minimum of one year of teaching or training 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 adults wanting to improve their English language skills.
3. Complete applications, correspondence and reports as required by Cornerstones, and state and federal agencies.
4. Work with Cornerstones staff to expand opportunities for additional classes and programs that form an integral part of the institutional strategic plan.
5. 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. Implement class curriculum
4. Work effectively with participants in evaluating educational needs and developing individualized study plans
5. Assist participants in developing math, writing, reading, and employability skills
6. Maintain participant files, including written correspondence, telephone calls, and computerized record systems
7. Represent Cornerstones in the local business, education, and human relations community
8. Partner with and refer participants to appropriate community services
9. Work with area businesses to provide training and employment experiences for program participants

WORK SCHEDULE

This is a part-time year around position. Benefits and leave schedules are in accordance with the policies of Cornerstones Career Learning Center, Inc. The work schedule is typically between 6:00PM and 8:00PM Monday through Wednesday evenings, but flexibility with this schedule is expected with the delivery of evening programs provided on a regular basis.

EMPLOYMENT INFORMATION

1. Wage \$12.00 per hour
2. Part-time year around position

WORK LOCATION

This position will be located in Huron, South Dakota