

Cornerstones Career Learning Center, Inc.

JOB DESCRIPTION

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

MINIMUM QUALIFICATIONS:

- Baccalaureate Degree from an accredited university preferred
- Teacher Certificate preferred
- Proficiency with both verbal and oral communication skills
- Experience in curriculum development
- Proficient in Microsoft Office and Google
- Minimum of one year of teaching or training experience
- Fluency in a foreign language is highly desirable

RESPONSIBILITIES:

- Carry out the goals, objectives and action steps for Cornerstones education and training programs
- Provide basic education services to adults wanting to improve their English language skills and prepare for the GED.
- Complete applications, correspondence and reports as required by Cornerstones, and state and federal agencies.
- 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 and Program Coordinator.

SKILLS:

- Develop rapport easily with people and work effectively as part of a team
- Utilize class curricula and instructional techniques
- Implement class curriculum
- Work effectively with participants in evaluating educational needs and developing individualized study plans
- Assist participants in developing English, math, writing, reading, technology, and employability skills
- Maintain participant files, including written correspondence, telephone calls, and computerized record systems

- Represent Cornerstones in the local business, education, and human relations community
- Partner with and refer participants to appropriate community services
- Work with area businesses to provide training and employment experiences for program participants

WORK SCHEDULE

This is a part-time year-round position. Benefits and leave schedules are in accordance with the policies of Cornerstones Career Learning Center, Inc. The work schedule includes evening hours on Monday, Tuesday, and Wednesday. No weekends or holidays.

WORK LOCATION

This position will be located in Aberdeen, South Dakota

Job Type: Part-time

Salary: \$12.75+ /hour

Apply by resume through Indeed or by application on Cornerstones Career Learning Center's website.