

# cornerstones Career Learning Center, Inc.

## JOB DESCRIPTION

### ADULT EDUCATION INSTRUCTOR – Aberdeen Evening Instructor

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#### Job description

##### GENERAL SUMMARY:

Join an organization that supports employees with training, growth, and development so they can make a difference in the communities we serve.

We are looking for the right person to provide education classes for adults who are working on learning English.

##### PREFERRED QUALIFICATIONS:

- Baccalaureate Degree from an accredited university.
- Teacher Certificate beneficial but not required
- Proficiency with both verbal and oral communication skills.
- Experience in curriculum development and/or training.
- Proficient in Microsoft Office and/or Google Suite.
- 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 English skills.
- Collaborate with staff in the monitoring and maintenance of program records.

##### SKILLS:

- Develop rapport easily with people and work effectively as part of a team
- Utilize class curricula and instructional techniques
- Assist participants in developing speaking, writing, reading skills
- Maintain computerized record systems

##### WORK SCHEDULE

This is a part-time, 12-month position. The work schedule is typically 3 nights per week from 6:00 PM to 8:00 PM.

Job Type: Part-time

Pay: From \$14.50 per hour