

# Cornerstones Career Learning Center, Inc.

## 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 getting their GED or learn English.

Provide adult basic education classes for Cornerstones Career Learning Center both face to face and online. Provide assistance to Cornerstones Program Coordinators in the creation and delivery of workplace training programs for workforce and employers.

### 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/or Google Suite
- Experience working with English Language Learners desirable but not required

### 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. The work schedule includes evening hours on Monday, Tuesday, and Wednesday. No weekends or holidays.

Benefits and leave schedules are in accordance with the organization policies and include:

- Paid Holidays
- Paid Leave
- Employer Matched Retirement
- Flexible Scheduling
- AFLAC

## **WORK LOCATION**

This position will be located in Vermillion, South Dakota

Job Type: Part-time