



HALF-TIME ADULT EDUCATION INSTRUCTOR 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 working on getting their GED or learning English.

Provide adult basic education classes both face-to-face and online. Assist Cornerstones Program Coordinators in the creation and delivery of other workplace training programs for the communities and employers.

MINIMUM QUALIFICATIONS:

- A baccalaureate degree from an accredited university is preferred
- Teacher Certificate preferred
- Proficiency with both verbal and oral communication skills
- Experience in curriculum development and/or training delivery
- Proficient in Microsoft Office and/or Google Suite
- Experience working with English Language Learners is desirable but not required
- Speaking languages in addition to English is highly desired
- Experience in training and/or teaching

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.
- Work with Cornerstones staff to expand opportunities for additional classes and programs that are integral to 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 half-time year-round position. The work schedule includes evening hours on Monday, Tuesday, and Wednesday. There are no weekends or holidays.

Benefits and leave follow the organization's policies and may include

- Paid Holidays
- Paid Leave after one year
- Employer Matched Retirement
- Flexible Scheduling
- AFLAC

APPLY

Online application available at <https://cornerstonescareer.com/cv/>
Email resume to Admin@CornerstonesCareer.com