

Cornerstones Career Learning Center, Inc.

JOB DESCRIPTION

ADULT EDUCATION INSTRUCTOR

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, learning English, or acquiring skills training through their employer.

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 businesses.

QUALIFICATIONS:

1. Baccalaureate Degree from an accredited university is preferred.
2. Teacher Certificate desirable but not required
3. Proficiency with both verbal and oral communication skills.
4. Experience in curriculum development and training.
5. Experience in Microsoft Office, Google Suite, and Zoom.
6. Experience working with English Language Learners is desirable but not required
7. Speaking another language in addition to English is desirable.

RESPONSIBILITIES:

1. Provide education services to individuals wanting to improve their basic education skills, learn English, and obtain their GED.
2. Provide education services to businesses wanting to improve the skills of their workforce.
3. Collaborate with staff in the monitoring of services by the maintenance records.
4. Promote Cornerstones educational programs within the community and act as liaison with local education and human service agencies.
5. Recruit and register students for education and training programs.
6. Work with Cornerstones staff to expand opportunities for additional classes and programs that form an integral part of the institutional strategic plan.
7. 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. Develop and implement class curricula
4. Administer and interpret assessment instruments.
5. Work effectively with participants in evaluating their educational needs to develop study plans
6. Assist participants in developing math, writing, reading, and employability skills

7. Maintain participant files, including written correspondence, telephone calls, and computerized record systems
8. Provide support for GED administration: schedule classes, administer practice tests, request student transcripts, and schedule final testing
9. Represent Cornerstones in the business, education, and human services community
10. Partner with and refer participants to appropriate community services
11. Conduct employment training programs for youth and adult participants
12. Provide both online and face-to-face instruction

WORK SCHEDULE

This is a full-time, 40-hour-a-week, 12-month position. The anticipated work schedule includes evening classes Monday-Wednesday. The remaining weekly hours are flexible depending on classes and duties assumed, with typically a shortened workday on Friday. Flexibility with this schedule is expected with the delivery of evening programs provided regularly and the necessity for off-site professional development.

EMPLOYMENT INFORMATION

1. Full-time – 40 hours a week 12-month-a-year position
2. Benefits and leave schedules follow the organization's personnel policies and include:
 - Employer Paid Health Insurance at 100%
 - Employer Paid Life Insurance at 100%
 - Employer Paid Optical Insurance at 100%
 - Paid Holidays
 - Paid Vacation
 - Paid Personal Time
 - Employer Matched Retirement
 - Flexible Scheduling
 - Pre-tax medical and dependent care
 - Dental Insurance
 - AFLAC