



Job Description – Full-Time Adult Education Instructor & Employment Support Specialist

Purpose

As a Full-Time Adult Education Instructor & Employment Support Specialist, you provide instruction and career support for adult learners who are improving academic skills, learning English, preparing for the GED, or pursuing employment opportunities. You teach English language classes while also delivering individualized employment coaching and workplace support services.

This position integrates education and employment services to ensure participants gain the academic, language, and workplace skills necessary for long-term career success. Your work directly advances Cornerstones' mission: Education transforms lives.

Key Responsibilities

Instruction & Academic Support

- Teach adult learners in both face-to-face and online settings, with a focus on English language instruction.
- Support learners in building reading, writing, speaking, listening, technology, and employability skills.
- Create and deliver curriculum; develop individualized study and career plans.
- Administer and interpret assessments to guide instruction and career readiness planning.
- Recruit and register students for education and training programs.
- Provide support for GED administration, including practice testing, transcript requests, and scheduling.
- Maintain accurate participant files, attendance, case notes, and required reports.
- Collaborate with staff to expand opportunities for integrated education and workforce programs.
- Connect participants to community services and resources that support educational and employment success.

Employment & Job Coaching Services

- Provide one-on-one coaching for resume development, job applications, and interview preparation.
 - Conduct skill assessments and job analysis to align participant strengths with employment opportunities.
 - Develop individualized employment plans and action steps for job placement and retention.
 - Provide on-the-job coaching and training to support skill acquisition and productivity.
 - Teach workplace behavior, professional communication, and employer expectations.
 - Serve as a liaison between employers and participants to foster communication and facilitate reasonable accommodations when appropriate.
 - Advocate for participants and provide ongoing support to promote long-term employment retention.
 - Follow up regularly with both employers and participants to ensure satisfaction and continued success.
 - Represent Cornerstones in the business, education, and human services community to build partnerships and employment pathways.
 - Assume additional duties as assigned by the Executive Director.
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Qualifications

- Bachelor's degree preferred (teaching certificate desirable).
 - Experience in adult education, workforce development, or related field preferred.
 - Strong communication skills, both verbal and written.
 - Experience in curriculum development, instruction, and coaching.
 - Proficiency with Microsoft Office, Google Suite, and Zoom.
 - Experience working with English Language Learners is desirable.
 - Fluency in another language is a plus.
 - Knowledge of local workforce systems and employer engagement strategies is beneficial.
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Skills

- Build rapport easily and work effectively as part of a team.
 - Adapt instructional and coaching techniques for diverse learners.
 - Evaluate learner strengths and needs to create effective education and employment plans.
 - Provide engaging instruction both online and in-person.
 - Deliver supportive yet accountable coaching that promotes independence.
 - Communicate effectively with employers, community partners, and participants.
 - Support adult learners in achieving personal, academic, and career goals.
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Position Details

- Full-time, 40 hours per week, 12 months per year.
 - Evening classes Monday–Wednesday
 - Flexible scheduling for remaining weekly hours (typically a shortened Friday schedule).
 - Flexibility is required for evening programs, employer meetings, job site visits, and professional development.
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Benefits

- Employer-paid health, life, and optical insurance (100%).
- Employer-matched retirement plan.
- Paid holidays, vacation, and personal time.
- Flexible scheduling.
- Pre-tax medical and dependent care options.
- Dental insurance.
- AFLAC insurance options.