



Job Description – Full-Time Adult Education Instructor

Purpose

As a Full-Time Adult Education Instructor, you provide instruction and support for adult learners who are improving academic skills, learning English, preparing for the GED, or gaining workforce training. You also assist with workplace education programs that strengthen local businesses. Your work directly advances Cornerstones' mission: *Education transforms lives.*

Key Responsibilities

- Teach adult learners in both face-to-face and online settings.
 - Support learners in building math, writing, reading, speaking, technology, and employability skills.
 - Create and deliver curriculum; develop individualized study plans.
 - Administer and interpret assessments to guide student learning.
 - 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 and reports.
 - Collaborate with staff to expand opportunities for new classes and programs.
 - Represent Cornerstones in the business, education, and human services community.
 - Connect participants to community services and resources.
 - Conduct workplace training for businesses and employees.
 - Assume additional duties as assigned by the Executive Director.
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Qualifications

- Bachelor's degree preferred (teaching certificate desirable).
 - Strong communication skills, both verbal and written.
 - Experience in curriculum development and instruction.
 - Proficiency with Microsoft Office, Google Suite, and Zoom.
 - Experience with English Language Learners is desirable.
 - Fluency in another language is a plus.
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Skills

- Build rapport easily and work effectively as part of a team.
 - Adapt instructional techniques for diverse learners.
 - Evaluate learner needs and create effective study plans.
 - Provide engaging instruction both online and in-person.
 - 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 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.