

cornerstones Career Learning Center, Inc.

JOB DESCRIPTION

ADULT EDUCATION INSTRUCTOR

GENERAL SUMMARY:

Administer the implementation and operation of the Adult Education and Literacy programs for Cornerstones Career Learning Center. Provide assistance to Cornerstones Education Coordinator in the creation and delivery of workplace training programs for workforce and employers.

PREFERRED QUALIFICATIONS:

1. Associate or Baccalaureate Degree from an accredited university.
2. South Dakota Teacher Certificate preferred but not required
3. Proficiency with both verbal and oral communication skills.
4. Experience in curriculum development and training.
5. Proficient in Microsoft Office.
6. Teaching experience.

RESPONSIBILITIES:

1. Carry out the goals, objectives and action steps for Cornerstones education and training programs
2. Provide basic education services to individuals wanting to improve their basic education skills or obtain a GED.
3. Maintain files and computerized records for program participants
4. Register students for education and training programs.
5. Conduct follow-up evaluations of education and training programs.
6. Complete applications, correspondence and reports as required by Cornerstones, and state and federal agencies.
7. Work with Cornerstones staff to expand opportunities for additional classes and programs that form an integral part of the institutional strategic plan.
8. Maintain the appearance and functionality of the classroom.
9. 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. Administer and interpret aptitude, interest, and personality assessment instruments.
4. Work effectively with participants in evaluating educational needs and developing individualized study plans
5. Assist participants in developing math, writing, reading, and employability skills
6. Maintain participant files, including written correspondence, telephone calls, and computerized record systems
7. Provide support for GED administration: schedule classes, administer practice tests, request student transcripts, and set up student test schedules

8. Represent Cornerstones in the local business, education, and human relations community
9. Partner with and refer participants to appropriate community services
10. Conduct pre-employment training programs

WORK SCHEDULE

This is a full-time, 12-month position. Benefits and leave schedules are in accordance with the policies of Cornerstones Career Learning Center, Inc. The work schedule is typically 8:00AM to 4:00PM Monday through Friday.

EMPLOYMENT INFORMATION

1. Wage 13.50-14.50 DOE/Q
2. Full-time 12 month position
3. Benefits
 - a. Health Insurance
 - b. Life Insurance
 - c. Paid Holidays
 - d. Vacation
 - e. Personal Time
 - f. Retirement
 - g. Flexible Scheduling
 - h. Pre-tax medical and dependant care
 - i. AFLAC
4. Open until filled

WORK LOCATION

This position will be located in Eagle Butte, South Dakota

Apply by resume to Kim Olson at Cornerstones Career Learning Center, 33 3rd St SE, Suite 202, Huron, SD 57350. Direct questions regarding job duties to Kim Olson, kimo.cclc@midconetwork.com or 353-7175