

# cornerstones Career Learning Center, Inc.

## JOB DESCRIPTION

### ADULT EDUCATION INSTRUCTOR

#### GENERAL SUMMARY:

Assist in the provision of the English language instruction for the Adult Education and Literacy programs for Cornerstones Career Learning Center. Provide assistance to Cornerstones Lead Instructor in the creation and delivery of adult education training programs.

#### MINIMUM QUALIFICATIONS:

1. Baccalaureate Degree from an accredited university.
2. South Dakota Teacher Certificate preferred by not required
3. Proficiency with both verbal and oral communication skills.
4. Experience in curriculum development and training.
5. Proficient in Microsoft Office.
6. Minimum of one year of teaching experience.
7. Fluency in a foreign language is desirable but not required

#### 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 English language skills.
3. Work with Cornerstones staff to expand opportunities for additional classes and programs that form an integral part of the institutional strategic plan.
4. 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. Work effectively with participants in evaluating educational needs and developing individualized study plans
4. Assist participants in developing math, writing, reading, and employability skills
5. Represent Cornerstones in the local business, education, and human relations community
6. Partner with and refer participants to appropriate community services
7. Work with area businesses to provide training and employment experiences for program participants

#### WORK SCHEDULE

This is a part-time, weekend, year around position. Benefits and leave schedules are in accordance with the policies of Cornerstones Career Learning Center, Inc.

**EMPLOYMENT INFORMATION**

1. Wage \$15 an hour
2. Part-time year around position
3. Open until filled
4. Bilingual skills helpful but not required

**WORK LOCATION**

This position will be located in Huron, South Dakota

Apply by resume to Kim Olson at Cornerstones Career Learning Center, 33 3<sup>rd</sup> St SE, Suite 202, Huron, SD 57350. Direct questions regarding job duties to Kim Olson, [kimo.cclc@midconetwork.com](mailto:kimo.cclc@midconetwork.com) or 353-7175