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**POSITION: Full Time SPOKES Instructor**

SPOKES Career Readiness Program (year-round)

Based in Greenbrier County. Program (and instructor) is subject to occasional rotation to areas with need.

**SALARY:** Per Raleigh County Schools Salary Schedule based on certification or licensure and year of experience.

**EDUCATION AND EXPERIENCE:**

1. Professional teaching certificate (preferred) or eligible for an adult license for Adult Basic Education (four-year college degree – minimum of 2.5 GPA in original course work; a minimum of 3.0 in course work used in maintenance of certificate or adult license).
2. Experience working with adults, particularly at-risk populations.
3. Prior experience in teaching adult learners preferred.
4. **Those individuals eligible for an Adult License for Adult Basic Education will be required to attend the CTE Teacher Preparation Program to obtain a CTE Teaching Certificate with an Adult Education Endorsement.**

**QUALIFICATIONS:**

1. Understanding of diverse academic, socioeconomic, cultural and ethnic backgrounds.
2. Knowledge of the characteristics of adult learners preferred.
3. Ability to work with adults with special learning needs/disabilities.
4. Teamwork and strong interpersonal/human relationship skills.
5. Effective oral/written communication skills.
6. Ability to work collaboratively with other agencies and organizations, specifically the Department of Health and Human Resources and the local Workforce WV Center.
7. Possess excellent organizational skills with the ability to work within established timelines.
8. Self-motivated.
9. Ability to provide basic academic skills, job readiness, life-coping skills and computer-aided instruction for adult learners.
10. Ability to use technology in the day-to-day responsibilities of this position.
11. Adult Education pre-service training will be required, including but not limited to peer training, job shadowing, curriculum training, and data management software.
12. Computer instructional skills required.
13. Experience with software management systems preferred.
14. Ability to attend teacher training prior to the first-class meeting required.

**RESPONSIBILITIES:**

1. Instruct students in job readiness skills, work process skills, life-coping skills, computer skills and WorkKeys® preparation.
2. Administer/interpret appropriate assessment instruments when necessary.
3. Maintain accurate records of student progress and attendance.
4. Prepare and submit applicable data relating to student enrollment, progress, and completion (or termination) as required by the SPOKES program.
5. Be an effective member of the site team by meeting with other staff members to plan and coordinate programming.
6. Coordinate with other members of the team to communicate with referring agencies regarding progress or challenges faced with individual customers.
7. Assist the site team in maintaining contact with individual adult technical education/college programs, Workforce WV staff and individual employers.
8. Perform other duties as related to the SPOKES program.
9. Performs other tasks as assigned by the Regional Coordinator.

#### **EXPECTATIONS**

1. Work effectively as a member of an educational team.
2. Demonstrate self-control and exhibit an attitude of mutual respect with colleagues and program participants.
3. Exhibit ethical behavior and demonstrate good work habits, including punctuality and attendance.
4. Demonstrate enthusiasm and create a positive learning environment.
5. Demonstrate a willingness to work collaboratively with personnel from other agencies.
6. Maintain confidentiality of student information as outlined in Section 4 of the Instructor Handbook.
7. Participate in at least the minimum required professional development sessions per year.

**REPORTS TO:** SESC Chief Administrator or designee

#### **CONTRACT/AGREEMENT:**

This position is grant-funded based on availability of funding. SESC employment agreements are for one year or less. SESC does not issue continuing employment contracts. The execution of this employment agreement is contingent upon funding.

#### **EVALUATION:**

Performance of full time teaching positions will be evaluated in accordance with State Board Policy.

#### **CONDITIONS OF EMPLOYMENT:**

It is the policy of SESC to maintain a learning and working environment that is free from drug, alcohol, and tobacco abuse. SESC prohibits any form of racial, sexual, religious and/or ethnic harassment or violence.

#### **EQUAL EMPLOYMENT OPPORTUNITY:**

*To provide high quality, cost effective, life-long education programs and services to students, schools, school systems and communities*

SESC is an equal opportunity employer and does not discriminate with regard to race, religion, color, age, sex, national origin or handicapping condition. No discrimination based upon such factors will be made in the selection, salary, promotion, demotion, transfer or termination of any employee.

**DEADLINE TO APPLY:** Must be received by 4:00 pm, October 4, 2019

**APPLICATIONS:** A complete submission will include:

- SESC employment application <http://sescwv.org/wp-content/uploads/2018/08/SESC-Application-2018.pdf>
- Cover Letter
- Resume
- College transcripts (unofficial accepted for application; official required for employment)
- References

**Submit to:** Mail: Shawn Cook, SESC, 214 N. Kanawha Street, Beckley, WV 25801  
Fax: Shawn Cook at 681.207.7037