



POSITION: SPOKES/Adult ED Instructor (year-round)

This position is part-time (no more than 29 hours per week).

Based in Pocahontas County.

SALARY: \$21.00/hour

JOB DESCRIPTION

Qualifications:

- Valid 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; minimum of 3.0 in course work used to maintain licensure).
- Knowledge of the characteristics of adult learners and prior experience in delivering training and/or basic skills instruction to adult learners is preferred.
- Experience in working with technology and using educational software is required.
- Effective oral/written communication skills are required.
- Experience with data management systems is preferred.
- Experience working with adults, particularly at-risk populations.
- Understanding of diverse academic, socioeconomic, cultural and ethnic backgrounds.
- Ability to work with adults with special learning needs/disabilities.
- Teamwork and strong interpersonal/human relationship skills.
- Ability to work collaboratively with other agencies and organizations, specifically the Department of Health and Human Resources and the local Workforce WV Center.
- Possess excellent organizational skills with the ability to work within established timelines. Self-motivated.
- Ability to provide basic academic skills, job readiness, life-coping skills and computer-aided instruction for adult learners.
- Ability to use technology in the day-to-day responsibilities of this position.
- Adult Education pre-service training will be required, including but not limited to peer training, job shadowing, curriculum training, and data management software.

Terms of Employment:

As needed for the length of the class. Student enrollment, contact hours, and funding may affect the length of employment.

Responsibilities & Duties:

- Administer/interpret appropriate instruments for registration, placement and needs assessment to determine skill levels and learner goals.
- Conduct private student interviews to set reasonable goals and plan an individual program of study based on skill levels and personal/career goals.
- Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.
- Prepare for assigned classes and show written evidence of preparation upon request.

- Manage multilevel classroom activities and provide instruction in a variety of ways (individual, pair-work, whole group, small group, computer-aided, tutorial, guest speakers, field trips, etc.) according to the learners' needs.
- Structure appropriate activities aligned to standards that teach principles, techniques, or methods in subjects such as English language skills, mathematics, life skills, and workforce/employability skills.
- Employ a variety of teaching strategies that are student-centered; incorporate active learning; provide explicit direct instruction; and differentiation.
- Observe and evaluate students' work to determine progress and make regular suggestions for improvement.
- Incorporate activities effectively using technology and distance education.
- Reflectively review instructional content, methods, and student evaluations to assess strengths and weaknesses, and to develop recommendations for course revision, development, or elimination.
- Apply accommodations for students with special learning needs.
- Establish and maintain linkages with various community agencies (including DHHR, DRS, and WorkForce WV), business and industry, and educational and governmental institutions (including career and technical centers, and college programs).
- Participate in publicity planning, community awareness efforts, and student recruitment.
- Advise students on internships, prospective employers, and job placement services.
- Make referrals for support services when appropriate (diagnosis of disabilities, vision, hearing; childcare and/or transportation assistance, etc.).
- Monitor and document learners' progress in relation to identified goals using a variety of evaluation techniques.
- Maintain and submit applicable data/reports relating to student enrollment, progress, and completion (or termination) in a timely manner as required by state policy using the Adult Education data management information system.
- Select and recommend the purchase of proper educational materials, supplies, and/or equipment for the class site(s).
- Insure (through appropriate supervision) the safety and well-being of learners.
- Maintain confidentiality of student information as outlined in the *WV AdultEd Instructor Handbook, Section 4*.
- Maintain valid state certification (teaching certificate or adult license for ABE).
- Participate in the minimum required professional development sessions per year depending on the number of hours per week of employment.
- Write grants to obtain program funding.
- Input all information into the management information system as required by state regulations and grant assurances.
- Instruct students in job readiness skills, work process skills, life-coping skills and computer skills.
- Maintain accurate records of student progress and attendance.
- Prepare and submit applicable data relating to student enrollment, progress, and completion (or termination) as required by the SPOKES program.
- Be an effective member of the site team by meeting with other staff members to plan and coordinate programming.
- Coordinate with other members of the team to communicate with referring agencies regarding progress or challenges faced with individual customers.
- Assist the site team in maintaining contact with individual adult technical education/college programs, Workforce WV staff and individual employers.
- Perform other duties as related to the SPOKES program.
- Performs other tasks as assigned by the Regional Coordinator.

Expectations:

- Work effectively as a member of an educational team to promote the program as a whole.
- Maintain a professional relationship with students, administrators, and all others who are encountered through professional duties.
- Create a positive learning environment by demonstrating enthusiasm, ethical behavior, respect for others, and good work habits (including punctuality and attendance).
- Demonstrate a willingness to work collaboratively with personnel from within the organization and from outside agencies.
- Demonstrate self-control and exhibit an attitude of mutual respect with colleagues and program participants.
- Exhibit ethical behavior and demonstrate good work habits, including punctuality and attendance.
- 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 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: 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: Position will remain open until filled. A complete submission will include:

- SESC employment application: <http://sescwv.org/wpcontent/uploads/2018/08/SESC-Application-2018.pdf>
- Cover Letter, References and Resume
- College transcripts

Submit to: Benitez Jackson

email: bljackso@wvsec.org

Mail to: SESC Spokes/ABE Vacancy

214 N. Kanawha Street, Beckley, WV 25801

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

