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**POSITION:** **Full Time SPOKES Instructor (Fayette County)**  
SPOKES Career Readiness Program (year-round)  
Program (and instructor) is subject to occasional rotation to areas with need.  
**Classroom based in Oak Hill.**

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

**Qualifications:**

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 preferred.
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.
5. Computer instructional skills required including maintaining classroom equipment, scheduling updates, and equipment replacement.
6. Experience with software management systems preferred.
7. Effective oral/written communication skills required.
8. Ability to provide basic academic skills, job-readiness, and life coping skills to adult learners required.
9. Ability to work collaboratively with other agencies and organizations, specifically the Department of Health and Health Resources and the local Workforce WV Center.
10. Understanding of diverse academic, socioeconomic, cultural, and ethnic background of DHHR clients.

**Duties:**

1. Instruct students in job readiness skills, work process skills, life-coping skills, computer skills and WorkKeys® preparation.
2. Administer and interpret appropriate assessment instruments.
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. Submitting monthly student success stories to showcase achievements and barriers overcome.
6. Follows developed SPOKES curriculum schedule of work force readiness skills modules, customer service training, and other vocational certifications.
7. Be an effective member of the site team by meeting with other staff members to plan and coordinate programming.
8. Coordinate with other members of the team to communicate with referring agencies regarding progress or challenges faced with individual customers.
9. Assist the site team in maintaining contact with individual adult career technical education or college programs, Workforce WV staff, and individual employers.

10. Assist with preparation of the budget application package and monitoring of expenditures to maximize grant funds.
11. Perform 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 per WV Adult Education Instructor Handbook.
7. Participate in at least the minimum required professional development sessions per year.

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

**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:** Must be received by 4:00 pm, November 4<sup>th</sup>, 2022

**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:** Benitez Jackson, Regional Adult Education Coordinator

**Email:** bljackso@wvsec.org

**Or Mail to:** SESC SPOKES Vacancy

214 N. Kanawha Street, Beckley, WV 25801

