

## **Adult Education Workforce Development Instructor**

A part-time instructor is needed to provide instruction to adult learners in a community-based adult education and training program.

### **Job Responsibilities:**

- Develops, administers, and delivers course curriculum
- Provides supportive services to all participants throughout enrollment
- With the assistance of the Program Manager, plans a program of study that meets the individual needs, interests, goals and abilities of the adult student
- Maintains a classroom environment that is conducive to learning
- Uses a variety of instructional methods, materials, and techniques
- Meets and instructs classes as designated
- Prepares for all classes assigned
- Evaluates student progress regularly
- Maintains accurate, complete, and up-to-date records

### **Qualifications:**

- Minimum of Bachelor's Degree
- Clear background checks
- Teaching experience with young adult or adult population
- Excellent verbal communication skills
- Strong interpersonal and leadership skills
- Resourceful, creative, and flexible
- Committed to teaching and working with a diverse student population

Part-time, daytime hours for 10-15 hours per week. Salary will be based on experience.

### **To apply:**

Applicants must submit a letter of interest and a current resume. Please send requested documents to: [mtremblay@employmentskillscenter.org](mailto:mtremblay@employmentskillscenter.org).